



CHEVERUS CATHOLIC SCHOOL

30 Irving Street • Malden, MA

Phone: (781) 324-6584 • Fax: (781) 324-3322

Principal - Job Opportunity & Requirements

Cheverus Catholic School is seeking a full time Principal to join our community and lead the school beginning with the 2022-2023 year. We are looking for a Catholic, faith-inspired, innovative, and collaborative principal to help the school continue its mission to provide an excellent faith-based education for its Catholic and non-Catholic students. The ideal candidate is a leader, communicator, is resourceful and a problem solver who is enthusiastic about addressing the challenges of providing access to Catholic and excellent education for all. The ideal candidate will be a key collaborator, along with the Priestly Team of Sacred Hearts Parish in forwarding the school's mission "to love the children first, then teach them" (Founder Mother Guerin).

Cheverus Catholic School:

Cheverus Catholic School is a Roman Catholic school located in the community of Malden, Massachusetts, serving Preschool through Grade 8. For more than 110 years, Cheverus School has aspired to provide the best Catholic elementary school education possible, through the continuing reflection and assessment of exceptional spiritual and academic programs. The greater Malden area was once blessed with twelve Catholic schools: four girls' high schools and eight elementary schools. None of the high schools remain and Cheverus is the only remaining Catholic elementary school in Malden.

Social, spiritual, physical development, diversity, and Catholic identity are all hallmarks of a Cheverus education. The diversity of our student body provides immeasurable opportunities for our students to grow in appreciation for differences in ethnicity, race, language, and culture, and in doing so, to come to appreciate the commonalities we share. In the 2021-2022 academic year it proudly served students from 45 different nations, 72% of them bilingual or multilingual. We are blessed with an experienced and committed faculty who foster, encourage, and support growth in these areas. Cheverus School and Sacred Hearts Parish continue the mission of affordable, quality Catholic elementary school education for the children of Malden and beyond.

The vision includes an even more excellent academic preparation for the twenty-first century, and a heightened sense of responsibility to serve and contribute to society. We expect that our students will serve as beacons of light in the greater community by daily living out the values of the Gospel. We strive to accomplish this within a close-knit family atmosphere where we come to know and love God, self, and one another. To this end, we draw on the mottos of Bishop Cheverus, "*Diligamus nos invicem*"- Let Us Love One Another, and the charism of the Sisters of Providence which calls us to provide works of love, mercy and justice. The common message is one of love.

ABOUT THE POSITION

Responsibilities:

The principal is a strategic thinker who serves as the spiritual, instructional and administrative head of Cheverus School. S/he is responsible for the effective operation of the school as a Catholic educational institution open to non-Catholics. S/he is the primary agent for creating an environment that fosters academic excellence, Catholic faith formation and operational vitality. S/he is responsible for creating a welcoming atmosphere for all members of the school community (faculty, staff, students, parents and donors) and a climate that encourages the engagement of each student in the learning process while fostering good behavior, friendliness, a sense of community, and a love for learning. The principal constantly strives to provide the highest quality educational experience possible and displays a sense of urgency in attaining such outcomes for all students. The principal understands the dynamics of enrollment management in a competitive landscape. S/he also prioritizes development strategies to increase and diversify revenue.

The principal reports to and will work in collaboration with a Consultative Cheverus School Board which includes the Pastor of Sacred Hearts Parish, the Business Manager, the Vice Principal and designated faculty and members from the community.

As the school leader, the principal is a minister of the Catholic Church and entrusted with the responsibility of evangelizing. The principal must be a practicing Catholic who understands that Catholic schools play a central role in evangelizing students and their families through facilitating daily prayer, regular school-wide Masses, and opportunities for the school community to come together and practice their faith.

Additional responsibilities include, but are not limited to:

- Sustaining Cheverus' deeply rooted faith community, while genuinely and consistently exercising its founders' mission of "Love the children first, then teach them" by providing leadership within the school and creating an environment that reflects the Catholic identity of Cheverus School and its mission statement. Collaborating with the school and parish communities to deepen the faith experience of its Catholic students
- Developing a rigorous educational program that meets the needs of the student population, maintains consistency in academic excellence, and excels at the integration of technology into all aspects of teaching and learning
- Overseeing business administration, enrollment, development, budgeting, marketing, faculty, and communications in partnership with school, parish, and Consultative Board
- Maintaining open communication with the entire school community through regular email updates, newsletters, maintenance of the parent portals, open availability for meetings as well as timely replies to emails and telephone calls
- Creating an inclusive educational environment that actively welcomes, supports, respects and nurtures students of diverse learning abilities and backgrounds
- Displaying the highest standards of integrity, professionalism, transparency with the school community and the Archdiocese alike, and demonstrating sound judgement in handling difficult situations
- Maintaining all school office operations and the physical environment of the school building by ensuring its cleanliness and safety
- Possessing excellent knowledge of technology and its usage as it applies to curriculum and administration
- Willing to navigate, work and ministry in a very diverse cultural environment

Qualifications:

- Must be a practicing Catholic
- MA, MS, EdD, or PhD in Education required
- Catholic school experience, as well as school administrative experience is preferred
- Demonstrate organizational, interpersonal, and communication skills. Besides English, a second language will be highly desirable
- Commitment to work in a collaborative and pluricultural environment
- Ability to delegate tasks as appropriate
- Capable of working on a team
- Supervisor and leadership skills

Application Process:

To apply, please submit the following three documents, confidentially, and as separate PDF attachments:

1. Cover letter (no greater than two pages), answering the following question:
 - Why do you find yourself being called to Catholic school leadership?
2. Current Resume (include all work- and service-related experiences, dates, and education related to the position)
3. List of three references with names, phone numbers, and email addresses. References are to include a pastoral, personal, and professional associate. No references will be contacted without your knowledge and approval.

Assemble the above in one email to:

Dr. Bob Gonet, Director of Leadership
Roman Catholic Archdiocese of Boston
Catholic Schools Office
Robert_Gonet@rcab.org