

Saint Agnes School (Infant-Grade 8) and Arlington Catholic High School (9-12) make up the Catholic School of Saint Agnes Parish ([www.achssas.org](http://www.achssas.org)). We are committed to small class sizes, character and faith formation, and supporting the individual academic growth of each student.

We are seeking candidates to be our next Associate Principal of Infant & Toddlers through Grade 5

The Associate Principal of Saint Agnes School is the primary administrator for the Infant-Grade 5 portion of the Catholic School of Saint Agnes Parish and is responsible for the spiritual, instructional, and operational leadership of these grade levels. The Associate Principal of SAS is a key member of the leadership team for the Catholic School of Saint Agnes Parish, along with the Head of School, Principal, and other Associate Principals.

Requirements for this position include:

Master's degree in education

Candidate must be practicing Catholic

Massachusetts certificate in education administration at time of hire or within three years of hire

The chief responsibilities of the Associate Principal of Infant - Gr. 5 are as follows:

#### Spiritual Leadership

Implements the mission of the Catholic School of Saint Agnes Parish in the Early Learning Center (Infant & Toddler) and Grades K0-5

Models respect for the dignity of all people when interacting with students, parents, and staff

Incorporates prayer into the daily schedule of the school

Fosters a school climate that is welcoming, just, peaceful, and joyful

Provides opportunities for ongoing faith formation for teachers

Works closely with priest designated as School Chaplain to coordinate Masses for K0 - Gr. 8 and all faith-based activities for students, parents, and staff

Communicates effectively with all stakeholders: Pastor, Head of School, Principal, Administrative Team, faculty and staff, alumni, parents, students, Advisory Board members, parishioners, benefactors, and community partners

Is an active and visible presence at the school and at school-sponsored events

#### Instructional Leadership

Oversees ongoing evaluation, revision, and alignment of curriculum Infant - Gr. 5

Oversees hiring process for Infant - Grade 5 staff; prepares contracts for new hires based on Archdiocesan template in consultation with the Principal and Head of School

Implements New Teacher Orientation for Infant - Grade 5 new hires prior to first day of school

Supervises and evaluates Infant - Grade 5 faculty using the T-Eval system

Provides opportunities for professional development for Infant - Gr. 5 faculty and staff

Oversees Infant - Gr. 5 teacher implementation of RenWeb and Google Classroom for assignments and grading (when applicable)

Analyzes student NWEA MAP testing data and works with Gr. K2 - 5 teachers to make data-informed instructional decisions

Supports instructional technology needs of faculty and classroom integration in collaboration with technology support staff

Ensures diversity, equity, inclusion and excellence across all academic and co-curricular programs

Approves all Infant - Gr. 5 field trips and extra-curricular programming

Communicates and/or facilitates conferences with parents/guardians concerning behavior, discipline, attendance, tardiness, and academics as needed in collaboration with the K0-Gr. 5 guidance counselor

### Operational Leadership

Reports to and is supervised/evaluated by the Head of School and Principal

Represents Infant - Grade 5 in the Infant-12 Administrative Team

Collaborates with Infant-12 Administrative Team regarding Student and Faculty Handbooks and all school policies

Assumes any duties as determined by the Pastor and/or Head of School and/or Principal

Acts as first point of contact if immediate administrative intervention is required at the Early Learning Center or Saint Agnes School building (PreK - 8)

Oversees the Saint Agnes School building and Early Learning Center; collaborates with the Associate Principal for Operations as needed to support these facilities

Supports admission and enrollment processes with the Director of Enrollment, Assistant Director of Enrollment for PreK-5, and the Director of the Early Learning Center

Oversees student support with Nurse, Guidance Counselor, and Learning Center Director

Oversees Infant - Gr. 5 discipline according to policies outlined in Student Handbook

Arranges for day-of teacher coverage for Infant - Gr. 5 as needed (SAS Secretary arranges when advance notice is given)

Collaborates with the Administrative Team to create annual calendar and schedule

Assists the Principal and Finance and Operations Manager to maintain school budget and assists with overseeing school finances

Collaborates with Principal and Director of Enrollment to advocate with Catholic Schools Foundation on behalf of families in need of financial aid; assists with completing appropriate applications as needed

Collaborates with other North Region Catholic elementary school principals

Complies with all expectations from the Archdiocese of Boston Catholic Schools Office, including but not limited to:

School participates in activities that support the development of the faith in every student, including daily prayer and religious instruction.

School provides worship opportunities for students, including the celebration of Mass on a monthly basis.

School utilizes the Faith Formation Standards of the Archdiocese of Boston for the teaching of the faith in the elementary and middle schools.

Assisting the Principal in the CSO's data collection and survey efforts as requested

Assisting the Principal in the completion of the Principal Assurances checklist provided by the CSO

School participates in the Archdiocesan-approved assessment system (NWEA MAP).

Assisting the Principal and Finance and Operations Manager in the submission of school's operating and capital budget to CSO

Participation in the school leader, faculty and staff evaluation systems of the CSO

Assisting the Principal in the maintenance of the school's NEASC accreditation and submission of the school's improvement plan as created by the accreditation process

Participation in the Student Information System supported by the Archdiocese of Boston (RenWeb/FACTS)

School utilizes FACTS for all families.

Participation in professional development activities sponsored by the CSO

Assisting the Principal in the completion of annual NCEA report

Assisting the Principal in the completion of annual Massachusetts Non-Public Schools Report

Please submit all application materials through SchoolSpring. No email or call please.