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). 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.