



Trinity Catholic Academy, Brockton, MA is seeking a full time **Director of Early Childhood - Grade 3**, to join our leadership team for 2022-2023.

Trinity Catholic Academy seeks a Catholic, faith-inspired, innovative, and collaborative individual to help lead the school in its mission to provide an exceptional faith-based education for its students. The ideal candidate is a highly effective communicator and problem solver who is enthusiastic about helping lead a Catholic elementary school.

Duties and responsibilities include, but are not limited to:

- Fostering a strong Catholic identity,
- Overseeing the early childhood and early elementary academic program and curriculum development, while engaging parents in their child's education,
- Facilitating the integration of technology into all aspects of teaching and learning,
- Observing and coaching teachers in instructional practices including timely feedback,
- Managing faculty, staff, and substitute teachers,
- Working as a member of a team to create an ongoing admissions/enrollment strategy,
- Maintaining the physical environment of the building by ensuring its cleanliness and safety, including leading the campus during any emergency response,
- Assisting in adaptive strategic planning, budget development, staffing plans, prioritization of resources, and adherence to established plans,
- Completion of all early-ed and regulatory forms for city, state, and major partners.

The Director will work closely with TCA's Head of School and the Board of Trustees in meeting the needs of the entire school community, while fostering a welcoming school culture committed to sharing the truth, goodness, and beauty of the Catholic faith.

TO APPLY: Please submit the following three documents:

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

Please submit all documents to:

Jennifer Roy
Head of School
Trinity Catholic Academy
jroy@tcabrockton.com