

# **Elementary School Principal Holy Family-Holy Name School**

## **Principal Search**

Holy Family-Holy Name School is seeking a principal with visionary leadership, passion, commitment, and effective educational skills ready to lead this vibrant Catholic elementary school.

Holy Family-Holy Name School is a Christ-centered academic community instilling Catholic beliefs and gospel values for children PreK-8<sup>th</sup> grade. It has been serving the children of greater New Bedford for over 5 decades. The school has thrived under its former leadership and has a bright future. Enrollment is strong, and the faculty is dedicated to their dual task of educating hearts and minds.

The elementary school principal shall be committed to the mission of the school as it relates to the mission of Holy Name of the Sacred Heart of Jesus and St. Lawrence Martyr Parishes, the Catholic Schools Office and the Diocese. The principal of Holy Family-Holy Name School is directly responsible to the pastor and the Catholic Schools Office. The principal shall be accountable for the following areas of responsibility. These areas may be modified at the discretion of the pastor and the Catholic Schools Office.

## **Spiritual Leader**

*The principal is a believing and practicing Catholic, loyal to the church, prayerful, a person of hope, faith filled and committed to spiritual growth. The principal will work in collaboration with the pastor to:*

- Encourage and assist the faculty and staff in cultivating a school climate grounded in Gospel values and with vision of God's kingdom on earth
- Develop and support programs that enhance the life of the school community
- Ensure the formation in faith of students through the religion program, traditions and rituals, prayer and Sacraments, and service projects

## **Educational Leader**

*The principal is a successful teacher, committed to Catholic education, who remains open to professional growth. He/She is able to articulate educational values, is an active member of professional organizations and demonstrates clear leadership qualities. The principal will work in collaboration with the Catholic Schools Office to:*

- Identify and recommend to the Catholic Schools Office faculty and staff members for hiring.
- Plan for, articulate and attain the vision and goals for the school
- Supervise and evaluate the development of curriculum and classroom instruction; supervise and evaluate teaching and learning
- Implement policies and regulations of the diocese and state regarding educational standards
- Serve as resource to faculty, staff and parents

- Plan professional development for faculty and staff
- Maintain student records, evaluations, and promotions
- Coordinate and implement various programs that substantiate and supplement the educational program for all learners
- Maintain professional competency by attending workshops and conferences

### **Managerial Leader**

*The principal is mature, intelligent, organized yet flexible, challenging yet affirming, a critical thinker and possesses interest in youth and their future, good health and judgment and a positive self concept. The principal will work in collaboration with the Catholic Schools Office to:*

- Plan and hold staff meetings and parent meetings and prepare other means of communication such as calendars, brochures, newsletters as needed
- In conjunction with the Catholic Schools Office, communicate with the various constituencies including the parish and town, working to maintain public and community relations and with individuals and groups as needed to ensure participation in diocesan, state and federal programs
- Ensure effective communication with parents
- Collaborate with principals of other schools within the diocese in areas of common interest
- Prepare and implement the school's annual budget
- Assist with the fundraising efforts of the school, as directed by the Catholic Schools Office
- Purchase instructional and non-instructional materials, equipment and supplies necessary to the function of the school programs
- Monitor the safety and condition of the facility and schedule the use of the facility

### **The Ideal Candidate:**

The ideal candidate will be a practicing Catholic in good standing with the Catholic Church. The candidate will be an accomplished educator with a track record of successful leadership experience working with diverse communities. The candidate will have a strong faith life and be committed to serving the poor. The candidate will be an innovator, finding creative ways to meet the needs of the whole school community and have the following leadership characteristics:

- Experience in instructional leadership, curriculum development, teacher supervision, and effective instruction
- Knowledge and application of instructional technology
- Success at marketing, recruitment, and fiscal management
- Collaborative leadership style with good interpersonal skills and team-building skills
- Oral and written communication and motivational skills
- Intellectual, organizational, and managerial skills
- Ability to lead and engage others in long-term planning
- Attitudes characterized by creativity, initiative and optimism
- Ability to effectively represent the school and the Church

**Required Qualifications:**

- Practicing Catholic in good standing with the Catholic Church.
- Three to five years successful teaching experience at the elementary school level
- State approved teaching licensure
- Bi-lingual skills preferable

**Preferred Qualification:**

- Possesses a Master's Degree in Educational Leadership or related area

All interested candidates please send resume and letter of interest to: Sharon Sampson at [ssampson@catholicsa.org](mailto:ssampson@catholicsa.org) by Friday, August 31, 2018

Selection process will begin on September 5, 2018.