

Holy Name School in Fall River, MA is seeking a principal with visionary leadership, passion, commitment and effective education skills ready to lead this Catholic Elementary/Middle School. The School is an integral part of the mission of Holy Name Parish.

Holy Name School has served Catholic people of this area since 1960. Originally staffed by the Sisters of the Holy Union, the school has been served by wonderful Religious and Lay leaders who have cared well for its mission, identity and outreach to the local communities.

The elementary middle school principal shall be committed to the mission of the school as it relates to the mission of Holy Name Parish, the Catholic School Office and the Diocese of Fall River. The principal of Holy Name School is directly responsible to the Pastor of Holy Name Parish. The principal shall be accountable for the following areas of responsibility. These may be modified at the discretion of the Pastor.

#### SPIRITUAL LEADER:

The life of Holy Name School is centered on Our Lord and Savior, Jesus Christ. To this end the principal shall be 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 Catholic teachings and values and with a vision of God's kingdom on earth

Develop and support programs that enhance the spiritual life of the school family

Ensure the formation in faith of all students through the religion program, weekly Mass at the school, traditions and rituals, the Sacraments, prayer 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 with the Catholic Schools Office to:

Supervise and evaluate the development of curriculum and classroom instruction; supervise and evaluate teaching and learning

Under the direction of the Pastor, to implement policies and regulations of the diocese and state regarding educational standards

Serve as a resource to faculty, staff, students and parents

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 at the direction of the Pastor and in collaboration with the Catholic Schools Office:

Plan and hold staff meetings and parent meetings and prepare other means of communication such as calendars, brochures, newsletters, weekly letter to families, faculty, councils, etc.

In conjunction with the Pastor and 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

Collaborate with principals of other schools within the diocese in areas of common interest

Prepare and present to the Pastor and Financial Council the school's annual budget and assist with the fundraising efforts of the school

Oversee admissions and marketing of the school and assume responsibility for the ongoing health of the school's enrollment

Purchase instructional and non-instructional materials, equipment and supplies necessary to the function of the school programs

Monitor and maintain 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 would be a forward thinker who would challenge the status quo and stay on top of industry trends and technology, to ensure education received and investments made leave our children well-prepared for an ever-changing world. The candidate will have a strong faith life and be committed to serving. 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, student retention 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 as an integral part of the Parish Mission

**REQUIRED QUALIFICATIONS:**

Practicing Catholic in good standing with the Catholic Church

Three to five years successful teaching experience

Three to five years successful experience as an Administrator

Ability to obtain State approved licensure

**PREFERRED QUALIFICATIONS:**

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

All interested candidates please send resume, letters of reference with contact information and a letter of interest to:

Fr. Jay Maddock and the Holy Name principal search committee at either Very Rev. Jay Maddock, Holy Name Parish, 709 Hanover Street, Fall River, MA 02720 or at [frjay@holynamefr.com](mailto:frjay@holynamefr.com), by June 17, 2019.