

**St. Margaret Regional School
Principal
Job Description**

Principal Search

St. Margaret Regional School in Buzzards Bay, MA is seeking a principal with visionary leadership, passion, commitment and effective educational skills ready to lead this vibrant Catholic primary school.

St. Margaret Regional School is a Christ-centered academic community instilling Catholic beliefs and gospel values for children PreK - 4th grade. The elementary school principal shall be committed to the mission of the school and is directly responsible to the President. The principal shall be accountable for the following areas of responsibility. These areas may be modified at the discretion of the President 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 President and Pastor in the following ways:

Faith Community/Catholic Identity

- Work with the President, Pastor, and faculty to promote the religious mission of the school.
- Coordinate the spiritual and sacramental life of the school.
- Assist faculty and staff with the integration of the school's mission into academic, student, and extra-curricular programs.
- Ensure that the rationale for discipline be consistent with the school's mission and Catholic identity.

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 and demonstrates clear leadership qualities. The principal will work in collaboration with the President and Catholic Schools Office in the following ways:

Faculty and Staff

- Coordinate the recruitment of new faculty and staff members. This includes organizing and monitoring all application materials and correspondence and making the final recommendation for hiring to the President.
- Recommend the renewal/non-renewal of faculty and staff contracts to the President.
- Provide recommendations, strategies and interventions for faculty members requiring assistance with classroom management.
- Prepare and update the faculty handbook, insuring that it is consistent with Diocesan policies.
- Oversee and coordinate the instructional supervision and evaluation of teachers.

- Coordinate and implement curriculum initiatives, teacher evaluations, and professional development.
- Coordinate and preside at faculty meetings.
- Assign and oversee faculty supervisions (studies, lunch, assemblies, before and after school, etc.).
- Ensure faculty accountability for the implementation of school policies, rules and procedures.
- Provide opportunities for building and sustaining faculty morale.
- Oversee the general support staff and insure that the Main Office is covered at all times.
- Approve all requests for personal and/or vacation days for faculty and staff.

Academic Affairs

- Oversees the planning, development, implementation and evaluation of the curriculum.
- Determine course offerings, student placement, and teacher assignments.
- Responsible for teacher evaluations – write annual evaluations.

Managerial Leader

The principal is mature, intelligent, organized yet flexible, challenging yet affirming, a critical thinker and possesses interest in youth and their future. The principal will work in collaboration with the President and Catholic Schools Office in the following ways:

Student Life

- Oversee the preparation of the student handbook, insuring that it is consistent with Diocesan policies.
- Ensure that all school policies, rules and procedures regarding student life are enforced. and that all disciplinary infractions that could result in expulsion are referred to the President.
- Preside over all school gatherings.

Community

- Work cooperatively with student and parent organizations.
- Provide necessary training sessions for all volunteers and host families (i.e. Sex abuse training, CORI compliance).
- Provide regular communication with the school community through School Messenger, Ren Web, monthly parent newsletters, Weekly Newsletter, and parent/teacher conferences.
- Oversee the use of the intercom and the dissemination of pertinent announcements during the school day.

Other

- Plans and executes strategies for the recruitment, admission and retention of qualified students.
- Determine the daily school schedule and adjust times accordingly for assemblies, liturgies, presentations, etc.

- Oversee the general maintenance and cleanliness of the facility and report major concerns/need for repairs to the President.
- Coordinate and oversee required evaluations and reporting by outside agencies (NEASC, Diocese of Fall River, NCEA, etc.).
- Maintain a visible presence during the school day.
- Prepare and maintain the school's master calendar, making adjustments when necessary.
- Assist the President with developing the budget for the school year - approve day to day payables.
- Be present at all major school functions outside of the school day.
- Develop, with other administrators, a comprehensive crisis/emergency procedures plan and oversee appropriate emergency drills
- Assist the President in strategic, short-range and long-term planning.

In Summary:

The Principal, as the educational leader of the school, is responsible for the school's day-to-day operations in all areas dealing with faculty and staff. In this capacity, the Principal is responsible for implementing and enforcing all school policies, regulations, and procedures to ensure that the school environment fosters educational excellence and student/staff accountability. Inherent in this position are the responsibilities for integrating the school's Catholic faith and culture in all aspects of school life, developing and maintaining a rigorous academic program consistent with the needs of all students, managing, evaluating and coordinating academic personnel, providing opportunities for professional development, establishing and coordinating emergency and safety procedures, overseeing facility maintenance, disseminating school news and pertinent information to the school community, and overseeing the recruitment, admission, and retention of qualified students.

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.
- Possesses a Master's Degree in Educational Leadership or related area OR willing to obtain a Master's Degree in near future.

All interested candidates please send a current resume and letter of interest to: Sharon Sampson at ssampson@catholicsa.org by Thursday, May 30, 2019.

Selection process will begin in June 3, 2019.