

**All Saints Catholic School
Principal
Job Description**

Principal Search

All Saints Catholic School in New Bedford, MA is seeking a principal with visionary leadership, deep faith, passion, commitment and effective educational skills ready to lead this vibrant PreK-Gr 8 Catholic school.

All Saints Catholic School is a Christ-centered academic community instilling Catholic beliefs and gospel values for children PreK - 8th grade. The school principal shall be committed to the mission of the school and is directly responsible to the Diocese of Fall River Catholic Schools Office (CSO) and will work in collaboration with the Pastor of St. Gabriel the Archangel Parish. The principal shall be accountable for the following areas of responsibility. These areas may be modified at the discretion of the Catholic Schools Office (CSO).

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 under the guidance of the CSO, in collaboration with the Pastor in the following ways:

Faith Community/Catholic Identity

- Work with the CSO & Pastor to promote the religious mission of the school.
- Coordinate the spiritual and sacramental life of the school, including service opportunities.
- Ensure that the school provides a rich liturgical and devotional life and that all Catholic identity programs are comprehensive and age-appropriate.
- Challenge students to be “saints in training” – following Jesus through the example and witness of Our Lady and the saints.
- 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.
- Work collaboratively with the Pastor and parish staff in shared programs and events between school and parish.

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 CSO & the Pastor 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 Catholic Schools Office.

- Oversee and coordinate the instructional supervision and evaluation of teachers utilizing a diocesan-wide instructional observation and coaching protocol.
- Provide recommendations, strategies and interventions for faculty members requiring assistance with classroom management.
- Provide coaching and professional development opportunities for faculty and staff to meet the academic, spiritual and social-emotional needs of the students and that are supportive of school and diocesan initiatives.
- Prepare and update the faculty handbook, ensuring that it is consistent with Diocesan policies as well as ensure faculty accountability for the implementation of school policies, rules and procedures.
- Coordinate and preside at faculty meetings; oversee faculty team meetings.
- Provide opportunities for building and sustaining faculty morale.
- Approve all requests for personal and/or vacation days for faculty and staff.

Academic Affairs

- Oversee the planning, development, implementation, and evaluation of the curriculum against Diocesan standards.
- Gather and submit academic data to the CSO for continuous improvement
- Assess how the school is meeting the needs of diverse learners and proposing plans to meet these needs. Oversee the development and progress of success/accommodation plans.
- Oversee student progress and assist teachers and parents in the referral process for evaluation as needed for students with documented needs.
- Assess the school's professional development needs and propose strategies to meet these needs.
- Conduct programmatic and curricular reviews.

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 CSO & the Pastor in the following ways:

- Oversee the preparation of the student handbook, ensuring that it is consistent with Diocesan policies.
- Ensure that all school policies, rules and procedures regarding student life are enforced.
- Maintain a visible presence during the school day and be present at major school functions outside of the school day.
- Oversee and assure that all volunteers meet all Safe Environment requirements.
- Oversee the school's master calendar, making adjustments when necessary.
- Coordinate and oversee required evaluations and reporting by outside agencies (NEASC, Diocese of Fall River, NCEA, etc.).
- Work collaboratively with the All Saints Catholic School Advisory Board to advance the mission of the school and seek the advice of the board in addressing needs and concerns, as well as strategic, short-range and long-term planning

- Prepare an annual operating budget in consultation with the Pastor, CSO and Diocesan Finance Office and manage the annual operating budget.
- Oversee the daily internal operations of the school in accord with published human resource and personnel policies.
- Provide clarity for responsibilities, expectations, and accountability to members of the school community including faculty, staff, and parents.
- Oversee the general maintenance and cleanliness of the facilities and report major concerns and needs to the Pastor.
- Direct family and community engagement efforts.
- Participate in the development and implementation of strategies to increase enrollment, admission and retention of qualified students.

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@catholiccsa.org.

Selection process will begin in early April 2023.