

Principal Advertisement

Bishop Stang High School is seeking a qualified candidate to fill the position of Principal for the 2024-25 School year. This position would begin July 1, 2024.

If, after reading the qualifications and job description, you are interested in this position please complete the following tasks below. Please email all documents to James Benson - School President - at Jbenson@bishopstang.org.

- A letter of interest describing what personal attitudes and vision would make you a committed school leader in a Catholic school in the Diocese of Fall River and Bishop Stang High School.
- Resume
- Four signed letters of recommendation as noted in the References section of the application (3 employer, 1 character letter)
- [New Administrator Application](#)

Purpose of the Position

The Principal serves as the Chief Academic Officer of Bishop Stang and as such, oversees all daily operations. These duties are to be aligned with the framework of Bishop Stang's mission, values, policies and practices established by the Diocese of Fall River. The Principal's key role is to develop, and implement educational plans to fulfill the school's mission.

The Principal shall establish committees and tasks for school departments to effectively carry out the functions of the school. The functions for committees include overseeing performance of faculty and staff, formation and review of curricular and co-curricular programs, coordinating the annual operating budget, maintaining appropriate school/student records, ensuring school facilities are safe and appropriately maintained, and facilitating effective communication between the school and its stakeholders.

The school Principal serves as the instructional leader, responsible for managing the policies, regulations, and procedures to ensure that all students receive a quality Catholic education.

Achieving academic excellence requires that the Principal work collaboratively to direct and nurture all members of the school staff hired by the President and to communicate effectively with families. Inherent in the position are the responsibilities for scheduling, curriculum development, co-curricular activities, emergency procedures, and facility operations.

A Sample of Responsibilities

1. Manage, evaluate and supervise effective and clear procedures for Bishop Stang consistent with its philosophy, mission, values and goals. Specific areas of attention should include instructional programs, co curricular activities, discipline systems to

ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, board policies and civil regulations.

2. Establish the annual master calendar for school programs, ensuring sequential learning experiences for students consistent with Bishop Stang's philosophy, mission statement and instructional goals.
3. Supervise the instructional programs of Bishop Stang, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
4. Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of Bishop Stang High School. Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students

Qualifications

- Masters Degree in School Administration. Current Massachusetts School Administrator's license preferred.
- At least 3 years of school administrative experience.

Expected Job Requirements

- Ability to work 40+ hours per week. Flexibility in work hours is needed. Evening and weekend work is required.
- Capable of inspiring excellence in teaching and learning.
- Understands that excellence requires an absolute commitment to both educational quality and fiscal integrity.
- Effectively represent Bishop Stang High School in the larger community.
- Is committed to significant accomplishments in school programs.
- Demonstrates a record of achievement in leading and managing organizations and dealing with financial matters
- Wants to make a difference in the lives of Bishop Stang students.