



## Holy Name School

### **Job Description - Principal**

Holy Name School, a pre-K-8 school in Fall River, MA is seeking a principal with visionary leadership, passion, commitment and effective educational skills ready to lead this vibrant Catholic elementary school.

The principal shall be accountable for the following areas of responsibility. These areas may be modified at the discretion of the Pastor.

#### **Catholic Identity**

Sustaining our mission and developing a vibrant Catholic identity in our school is essential to sustain and build a strong sense of community and church in the Holy Name community. Our school has been a key source of attracting young families to the church in the past. We know that alumni of Catholic schools who have had a positive experience tend to look for ways to be active and engaged with their alma maters, and with meaningful pastoral contact, often also reconnect with their church. The principal will be responsible for:

1. Collaborating with the Pastor and the Catholic Schools Office to ensure that Catholic identity programs are comprehensive, age-appropriate, pedagogically sound, and effective in teaching the Catholic faith.

#### **Academic Excellence**

We recognize that parents will not choose Catholic schools without academic excellence. It is essential that our schools have a highly regarded reputation for quality, innovation, and great learning outcomes for every student. The pursuit of academic excellence is a partnership effort, one that involves the Superintendent and Catholic Schools Office, the Pastors, Principals, teachers and parents, each with an important role to play. The principal will be responsible for:

1. Gathering and submitting academic data to the CSO for the purpose of continuous improvement.
2. Assessing the school curriculum against Diocesan standards and implementing needed improvements.
3. Conducting programmatic and curricular reviews.

4. Ensuring compliance with the expectations of the student handbook.
5. Assessing how their schools are meeting the needs of diverse learners and proposing plans to meet these needs.
6. Assessing their school's professional development needs and proposing strategies to meet these needs.
7. Utilizing a Diocesan-wide instructional observation and coaching protocol.
8. Hiring, supervising, and evaluating all school professional staff in collaboration with and with approval of the school's Pastor.

### **Enrollment**

An effective and coordinated branding and marketing strategy that appeals to a broad audience while also welcoming and celebrating students and families from a rich mix of backgrounds to our school is essential to increasing enrollment. The principal will be responsible for:

1. Participating in the development of strategies to increase enrollment.
2. Implementing strategies to increase enrollment, including outreach in the local community and in nearby parishes.
3. Enhancing the curriculum based on the experience of community engagement efforts.

### **Operational Vitality**

Our goal is to create a school that serves families from all socio-economic backgrounds within the Greater Fall River area while still having sufficient resources to invest in qualified staff and maintain competitive facilities. We envision a school that is operationally viable and financially resilient, offering programs that attract public and private support to serve the mission. The principal will be responsible for:

1. Preparing an annual operating budget in consultation with the Pastor, CSO and Diocesan Finance Office, as well as an updated 3-year business plan and capital budget, specifically addressing key Operational Vitality Criteria.
2. Managing an annual operating budget.
3. Overseeing the daily internal operations of the school in accord with published human resource and personnel policies.
4. Providing clarity for responsibilities, expectations, and accountability to members of the school community including faculty, staff, and parents.
5. Accountability for communication within the school community, with families and, as appropriate, other stakeholders.
6. Managing and maintaining facilities.
7. Directing family and community engagement efforts.

### In Summary:

The Principal, as the educational leader of the school, is entrusted by the pastor of Holy Name Church with the responsibility 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 preferred
- 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 should send a current resume and letter of interest to: Fr. Riley Williams at [frwilliams@holynamEFR.com](mailto:frwilliams@holynamEFR.com).

Selection process will begin on March 9<sup>th</sup>, 2023.