

**St. Joseph School
Principal
Job Description**

St. Joseph Catholic School, located in Fairhaven, MA, seeks a Principal with visionary leadership, passion, commitment, and effective educational skills ready to lead this vibrant PreK-Gr 8 Catholic school.

The mission of this Catholic school is focused on “providing a quality, spiritual and academic education that is based on Faith, Values and Excellence.” The goal at Saint Joseph School is to help each student attain his or her true potential in order to become a successful life-long learner and embrace the future with prayer and hope.

The school principal shall be committed to the mission of the school and is directly responsible to the Pastor of St. Joseph Parish and will work in collaboration with the Diocese of Fall River Catholic Schools Office (CSO). The principal shall be accountable for the following areas of responsibility.

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 Pastor, in collaboration with the CSO in the following ways:

Faith Community/Catholic Identity

- 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.
- Coordinate adult faith formation and service opportunities for the spiritual and professional growth of all faculty and staff.
- Assist faculty and staff with integrating the school’s mission into academic, student, and extra-curricular programs.
- Ensure that the rationale for discipline is 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, including attendance at the Parish Pastoral Council meetings as school representative.

Instructional Leader

The Principal is an educator committed to Catholic education who remains open to professional growth. He/She can articulate educational values and demonstrates clear leadership qualities. The principal will work under the guidance of the Pastor, in collaboration with the CSO in the following ways:

Academic Affairs

- Gather and submit academic data to the CSO for continuous improvement.
- Oversee the planning, development, implementation, and evaluation of the curriculum against Diocesan standards.
- Assess how the school is meeting the needs of diverse learners and propose plans to meet these needs.

- Conduct programmatic and curricular reviews.
- Oversee and support St. Joseph's SEL programs.

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.
- Assess the school's professional development needs and propose strategies to meet these needs. Provide opportunities for building and sustaining faculty morale
- Coordinate and preside at faculty meetings; oversee faculty team meetings.

Managerial Leader

The principal is mature, intelligent, organized yet flexible, challenging yet affirming, a critical thinker, and interested in youth and their future. The principal will work under the guidance of the Pastor, in collaboration with the CSO in the following ways:

- Ensure that all school policies, rules, and procedures regarding student life are enforced.
- Oversee and assure that all volunteers meet all Safe Environment requirements.
- 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 and be present at all major school functions outside of the school day.
- Oversee the school's master calendar, making adjustments when necessary.
- Prepare and manage an annual operating budget.
- Oversee the daily internal operations of the school in accordance 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
- Direct family and community engagement efforts.
- Participate and collaborate in the development and implementation of strategies to support admissions and advancement efforts.

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 of 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 the near future
- Successful completion of required diocesan background checks, MA Department of Early Education and Care background checks, and fingerprinting.

All interested candidates should send a current resume and letter of interest to Sharon Sampson at ssampson@catholicsa.org.

The selection process will begin in late April 2024. Please submit your resume and letter of interest by April 29, 2024.