



Nativity School of Worcester

Principal

www.nativityworchester.org

Our Mission:

Founded in 2003, Nativity School of Worcester is an accredited, independent, Jesuit middle school that provides a quality, all-scholarship education to underserved boys of all faiths. Drawing upon four pillars - strength, scholarship, character, and service - a Nativity education inspires self-discovery, responsibility, spiritual growth, and a lifelong dedication to learning.

Overview:

As the chief academic officer of the school, the Principal is responsible for the oversight of the operation of the school's academic and extracurricular activities. Reporting to the President, the role of the Principal is to be the leader of an adult learning community – establishing a clear vision for school improvement, animating amongst staff a proactive plan to implement this vision, and cultivating a culture of success for students. To that end, the Principal primarily helps faculty achieve their highest potential as educators, as measured by demonstrable academic and social gains.

The Principal provides mission leadership for faculty and students, supports high-quality classroom instruction, and assures the orderly functioning of the school. The Principal is a member of the school's executive leadership team, actively collaborating with specific areas of the school such as: admissions, advancement, operations, Jesuit mission and identity, graduate support, and diversity, equity and inclusion. The Principal oversees, manages, and coaches a faculty and staff of 14 faculty members, which includes 8 Teaching Fellows.

Primary Responsibilities:

- Set the direction, manage, and evaluate all aspects of academics at Nativity Worcester to ensure the success of students and faculty, and advance the school's holistic, Jesuit education.
- Oversees and ensures that there are ample programs to meet the intellectual, social-emotional and co-curricular needs of the students.
- Develop (by setting measurable outcomes) and implement a supervisory and evaluation method for all teachers and direct reports. Coach and mentor teachers to develop their skills and effectiveness.
- Engage with families by finding innovative ways to communicate with them about the academic and social lives of their children.
- Collaborate with and support the Director of Restorative Justice to ensure the development and successful implementation of the school's Restorative Justice program.
- Co-envision (by setting measurable outcomes), and work with Second Year Fellows to direct and/or facilitate all teaching & learning aspects of the Summer of Service.
- Co-envision (by setting measurable outcomes) and work with the Chaplain to engage faculty and student body in principles of Ignatian Spirituality, and modeling an appreciation of the distinct Jesuit charism of the school.

- Plan, direct and/or facilitate all teaching/learning aspects of the August Back-to-School Orientation.
- Plan (by setting quarterly and monthly measurable outcomes), direct or facilitate all teaching/learning aspects of Friday Staff Meetings – with a monthly schedule sent to staff on the 15th before the start of the next month – that takes into account:
 - School-wide announcements and planning
 - Grade-level meetings
 - Department-level meetings
 - Student Support meetings
 - Lesson sharing and other professional development of staff
- Co-plan (by setting measurable outcomes) and work with the Operations Manager and current Fellows to execute recruitment/selection of Fellows:
 - Focus recruitment efforts on finding high-performing, mission-centric individuals, with specific emphasis on candidates of all different ethnic and cultural backgrounds, particularly candidates who mirror the demographic make-up of our students
 - Specifically delegate others to help with attendance at fall recruiting fairs
 - Set schedule for interview of finalists, manage interview visits, and submits hiring recommendations to President
- Assist the President and Trustees with the strategic planning for the development of a girls division, which will potentially open in 2024. The Principal will play a key role in forming the program for the girls division and delegate responsibilities relating to the planning as needed. Long-term, the Principal will oversee the academic program for the existing boys division and newly formed girls division.
- Create the Master Schedule and School Academic Calendar as well as organize and lead the Summer of Service staff orientation.
- Promote the school's diversity, equity, inclusion, and anti-racist work within the academic program and day-to-day duties. The school's invested in learning about and prioritizing DEIA work so the Principal must consistently support and advance DEIA efforts that make the student experience and community a more inclusive and equitable learning environment.
- Assist in regular staffing responsibilities as outlined in the Nativity Faculty Handbook such tasks include: Assist in emergency teaching and substitution needs, as such needs develop.
- Support the admissions process and interviews and serve on the Admissions Committee.
- Lead the recruitment and hiring of faculty positions. Collaborate with the President on human resources issues such as the hiring of staff and developing staff to ensure they exceed expectations.
- Assist the President and Operations Manager in Setting the Fiscal Year Budget (in winter and spring).
- Assist the President and Advancement team in fundraising for the school as needed.
- Make oral and written presentations for the Board of Trustees and participates in meetings of the Board's Program Committee.
- Assist with the NEASC Continued Accreditation process and Jesuit Schools Network Review, and strategic planning as needed.

Other Responsibilities and Requirements

- Perform special projects as needed.
- Participate in school-wide events, professional development days and orientations. Attend and faculty/staff retreats (two times per year).
- This is a full-time, exempt, 12-month position. Work hours may vary (including evenings and occasional weekends).
- Fulfill responsibilities as articulated in the Nativity Worcester Employee Handbook.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

The ideal candidate should have significant public, private, or charter school and/or similar experience, preferably in a supervisory role.

- Detail oriented and data driven.
- Strong interpersonal/relationship-building skills.
- Strong verbal and written communication skills.
- Ability to work collaboratively and as a team player.
- Openness to embracing and promoting the Jesuit mission of Nativity Worcester.
- Must have cultural sensitivity and awareness of diversity, equity, and inclusion issues regarding the internal and external Nativity Worcester community.
- Highly experienced with project coordinating and management.
- A natural and confident leader.
- Encouraging, can-do attitude.
- Impeccable time management and multi-tasking skills.
- Self-motivated, proactive, and self sufficient

Qualifications:

- At least five years of teaching and/or educational leadership experience, preferably in middle school.
- Massachusetts Department of Elementary and Secondary Education Certification required.
- Proficiency with the Spanish language preferred but not required.
- Citizenship, residency or work VISA in the United States required.

Hiring Salary Range: \$90,000 - \$110,000. A comprehensive benefits package will be provided.

Note: Starting salaries typically fall in the lower end of the salary range; however, they are ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity.

Applications are due by June 1, 2022. To Apply:

Submit résumé and cover letter to Tom McKenney, President, at careers@nativityworcester.org

The position will begin on July 1, 2022 or soon after.

Equal Opportunity Employer Statement

Nativity School of Worcester is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Nativity School of Worcester is committed to a diverse and inclusive environment; we welcome a broad spectrum of candidates, and particularly invite applications from diverse backgrounds and life experiences (e.g. gender, ethnicity/race, and other individuals who are under-represented in the profession). Candidates who have worked with a diverse range of individuals and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests in their cover letter.

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