Job Description

Position: Principal

Description: The Principal promulgates the Mission of Academy of the Holy Names and the charism of the Sisters of the Holy Names of Jesus and Mary. The Principal is responsible for the development and implementation of the educational programs and curriculum development, supports the professional development of the faculty and staff, ensures a climate of learning and teaching in the school rooted in the development of young women with a strong moral compass, oversees the entire student experience, and fosters leadership and decision-making among all members of the school community through a collaborative and reflective approach. The Principal is a direct report to the President of the School.

Key Responsibilities of the Position Include:

Catholic Mission and Institutional Culture

- Ensure that the Catholic mission, SNJM charism, and core values are integrated into academic programs, student life, faculty development, and school culture.
- Collaborate with the President and campus ministry personnel to support the school's liturgical life, prayer, retreats, and faith formation.
- Foster a school culture that reflects the values of the Sisters of the Holy Names of Jesus and Mary, including justice, service, hospitality, and the dignity of each person.
- Support faculty in understanding their role in advancing the school's Catholic identity and mission.
- Foster a school culture that promotes academic excellence, personal responsibility, mutual respect, and a strong sense of belonging in keeping with the school's mission and motto, *Esse Quam Videri*.

Academic Leadership, Curriculum, and Assessment

- Guide and direct all strategic academic planning.
- Plan, direct, and evaluate the instructional programs in the school.
- Assist teachers with programs and issues related to instruction.
- Develop, implement, and periodically review academic policies, curriculum, and graduation requirements.
- Ensure consistent academic standards, grading practices, assessment policies, and expectations for academic integrity.
- Monitor student achievement and academic outcomes; use assessment data to identify strengths, needs, and opportunities for improvement.
- Implement relevant accreditation initiatives.
- Ensure that academic programs and student support practices comply with applicable educational requirements and school policies.
- Prepare agendas for Curriculum Meetings; lead the meetings.
- Schedule and assist with testing (PSATs, Entrance Exams, and School Exams).

- Ensure students pursue a rigorous and appropriate course of study.
- Review report cards; develop a plan for students in need of academic support.
- Collaborate with the technology coordinator to ensure the integration of technology into curriculum and school operations in accordance with the school Technology Plan.
- Lead the appropriate integration of emerging technologies, including artificial intelligence, into teaching, learning, and assessment.

Faculty and Staff Leadership

- Provide leadership to the school staff in the interpretation of policies.
- Assign, supervise, and evaluate (informal and formal observations) faculty and relevant staff.
- Share opportunities for professional growth with administrators, faculty, and staff.
- Provide input, leadership, and guidance in the interviewing, selection, and orientation process of prospective faculty/staff; recommend candidates for hiring to the President.
- Monitor and collaborate with the mentoring of new hires.
- Prepare agendas for Faculty Meetings; lead the meetings.

Student Life, Support, and Discipline

- Oversee the work of the Dean of Students and student discipline, behavioral expectations, and consistent implementation of the student handbook and ensure the handbook is reviewed and updated by the Dean of Students and acknowledged by all current families and students annually.
- Ensure that student concerns, conflicts, and behavioral incidents are addressed promptly, fairly, and consistently.
- Supervise student life programs, including advisory, grade-level activities, assemblies, retreats, and other developmental programming.
- In support of the Dean of Students, monitor student attendance, punctuality, academic engagement, and patterns of concern; ensure appropriate and timely follow-up.
- Collaborate with counselors, the Learning Workshop Coordinator, and other school personnel to support students' academic, social, emotional, and developmental needs.
- Work with the Dean of Students to appropriately and promptly address any allegations of bullying, harassment, discrimination, and other student safety concerns in accordance with school policies and applicable law.
- Attend 504 meetings that are scheduled and collaborate with the Learning Workshop Coordinator on the school response related to accommodations and communication of same to faculty; work with faculty to ensure plans are effectuated.
- Ensure that student leadership opportunities, extracurricular activities, and school traditions support the mission and Profile of the Graduate.
- Support the development of students as scholars, leaders, and people committed to service.
- Collaborate with faculty and student leaders to strengthen student engagement, school spirit, culture, and community life.
- Collaborate with the Athletic Director to ensure coaches are hired, the sports schedules are published on the website, athletic policies and/or handbooks are updated annually,

and students are notified of the sign-up period and guidelines are followed by coaches, athletes, and parents.

School Operations, Safety, and Scheduling

- Supervise the preparation of the school's master schedule.
- Coordinate the creation of the annual calendar with members of the school Leadership Team.
- Implement student supervision procedures, emergency response protocols, and school safety policies.
- Coordinate with the President and appropriate personnel regarding crisis response, emergency preparedness, and required safety training.
- Monitor the summer camp programs and supervise the Summer Camp Director.

Admissions and Enrollment

- Review, assess, and determine applicants for admission to Holy Names as a member of the Admissions Committee.
- Attend Admissions events.

Parent and Community Engagement

- Communicate regularly with parents regarding academic expectations, student progress, school policies, and matters affecting the educational experience.
- Partner with parents in addressing academic, behavioral, and developmental concerns while maintaining appropriate professional boundaries and confidentiality.
- Address parent concerns and complaints in a timely, consistent, and mission-centered manner.
- Collaborate with the President and all marketing staff to ensure accurate, consistent communication regarding academic programs, student life, and school policies.
- Represent the school at appropriate community events and school functions.
- Support the three formal parent groups and participate in their meetings.

Budget and Resource Management

- Work with the President and CEO to develop the annual academic budget
- Monitor the budget of the Middle School and High School.
- Monitor academic resource needs in collaboration with department chairs.

All other duties as assigned by the President

Skills:

- An evenhanded, trustworthy, dynamic, and confident leader who sets high standards, inspires excellent performance, and requires accountability from both students and adults.
- A talented administrator able to plan effectively, make sound decisions, and implement processes that work.

- A unifying, warm and approachable leader; a team-builder who is able to forge connections and promote partnerships.
- A resilient and flexible multitasker who is undaunted by complexity and able to prioritize.
- A culturally sensitive individual who is committed to supporting diversity, equity, and inclusion in alignment with the mission of the school.
- Able to articulate the mission and the role of faith to the members of the school community.

Qualifications

- A demonstrated understanding of the work of Catholic education and spirituality.
- Solid academic credentials, including an advanced degree.
- Experience in the education of girls, coupled with genuine enjoyment in working with young women to develop a strong moral compass.
- Substantial experience in teaching, faculty supervision, and educational administration.
- Superior communication and writing skills, including the ability to listen well and collaborate with others.
- Broad experience and interest in the use of technology in education and administration.
- A practicing Catholic.

Direct Reports:

- Dean of Students
- Athletic Director
- College Counselor
- Department Chairs
- Director of Summer Program
- Faculty
- Learning Workshop Coordinator
- Administrative Assistant to the Principal
- School Receptionist