



**SAINT
JOSEPH**
Preparatory High School

Head of School

Saint Joseph Preparatory High School

617 Cambridge Street

Boston, MA 02134

Introduction

Saint Joseph Preparatory High School seeks to hire its first Head of School. This is a very exciting position for a person who loves a challenge, is a self-starter, and believes in the importance of ensuring access to quality Catholic college preparatory education for capable young women and men in the greater Boston area.

Saint Joseph Preparatory High School is a new school being formed by the unification of Mount Saint Joseph Academy in Brighton and Trinity Catholic High School in Newton. SJPHS, which will draw from and advance the traditions and strengths of these two proud schools, will open in September 2012. The decision to create a new school on the Brighton campus was prompted by the desire to maintain a vibrant, academically rigorous and operationally efficient Catholic secondary school option for families in Boston, Newton and surrounding neighborhoods and communities. Saint Joseph Preparatory High School will provide a robust academic program, expanded teaching and learning opportunities, as well student clubs, activities and sports programs.

The unification has provided an opportunity to envision and implement a school uniquely designed for 21st century students. An interdisciplinary team, working with the present school communities, worked to update/upgrade the curriculum and provide increased integration of technology in the curriculum. By intentional planning and intentional design of single-gender learning opportunities and developmental experiences within a vibrant co-educational environment, SJPHS will honor what is common and what is unique to young women and men. The School will be characterized by a strong community life in which each member can grow to his/her full potential.

Position Description

The Head of School is the chief executive officer of Saint Joseph Preparatory High School who implements the policies, strategic direction, and other decisions set by the Board of Trustees. As its spiritual and academic leader, s/he creates a learning environment permeated by a vibrant Catholic identity, the values of the Sisters of Saint Joseph of Boston who sponsor the School, and the Church's teachings on social justice. The Head of School must be motivated by a compelling vision of high academic standards and achievement, supportive of the needs and interests of a diverse learning community, and dedicated to the development of the whole person as a global citizen. S/He is the principal representative of Saint Joseph Preparatory High School in the public arena.

School Leadership Team

The leadership team of Saint Joseph Preparatory High School consists of the Head of School and two Assistant Heads of School. The AHOS for Academics and the AHOS for Community Life are directly accountable to the Head of School who is responsible for a collaborative working relationship among them. They will hold regular meetings to help ensure that the core values of the Sisters of St. Joseph who sponsor the school and the mission are being realized in the day-to-day operations of the School. The Team sets the example of leadership for the students, staff, parents and community.

Responsibilities

The Head of School is responsible for developing and maintaining external relationships that ensure adequate resources to support the School's mission and vision; for managing the budget; for oversight of student recruitment, personnel matters, and all academic, extra and co-curricular activities. As leader, s/he must model effective leadership characterized by integrity, clear and open communication, fairness, high standards, and an understanding of community. The Head of School is expected to be the spiritual and motivational leader of the School, broadly informed about academic matters, committed to excellence, and possessing both a moral and educational vision to take the School into the next century.

Expectations for the Head of School

- Unifying the student body, faculty and staff members in a way that maximizes each one's experience of belonging, success, personal growth, and service;
- Effective fundraising and relationship building within the broader civic, educational and diocesan community;
- Ensuring that the School is financially stable and self-sustaining;
- Increasing enrollment;
- Working with a newly formed governing board and the Office of Sponsored Ministry of the Sisters of St. Joseph;
- Advancing the integration of science, technology and mathematics across the curriculum;
- Supporting professional development of faculty and ensuring appropriate compensation;
- Reaching out to alumnae/i of the two predecessor schools
- Planning for and implementing renovations and improvements of the facility and grounds

Among other things, addressing these expectations will require:

- Building an inclusive and supportive community of persons committed to seeing the School fulfill its mission and vision;
- Developing a plan for financial sustainability and growing the endowment to secure the financial future;
- Personally devoting an appropriate amount of time to cultivating, seeking and procuring major gifts for the school; and
- Outlining and implementing a campus master plan of renovations and improvements to ensure that the program needs of the learning community are met.

Professional Qualifications and Qualities

- Committed and informed Catholic, open to deepening her/his understanding and experience of CSJ spirituality;
- Visionary, innovative and creative thinker;
- Engaging, friendly personality with a confident, outgoing and positive attitude;
- Master's degree or higher, preferable with specialized training in educational leadership;
- State certification as a secondary school administrator, preferably in Massachusetts;
- 3-5 years experience in school administration;
- Classroom teaching experience, preferably in a faith-based school;
- Demonstrated ability to lead collaboratively and delegate authority;
- Proven ability in hiring, management and evaluation of qualified personnel;
- Successful record of fundraising and financial management;
- Ability to use technology and understand its role in the academic program;

- Demonstrated effective communication skills, both verbal and written, as well as strong interpersonal skills;
- Genuine respect for all and ability to work well with a diverse population;
- Familiarity/experience in assessing overall effectiveness of a student-centered educational program.

To Apply:

- A cover letter expressing interest in the position
- A current resumé
- A portfolio of materials giving evidence of educational leadership, particularly a statement of your leadership philosophy and practice and achievement in fundraising
- A list of five references with name, relationship, phone number and email address (References are not contacted without candidate knowledge and approval.)

We appreciate application by February 15th. The search process will continue until the position is filled. Application materials should be sent to: sjphshos@yahoo.com