

Saint Agnes Academy

Saint Agnes Academy, a parish operated Catholic elementary and middle school located in Dalton, Massachusetts within the Diocese of Springfield is seeking a Headmaster.

Saint Agnes School was founded in 1957. The transition to Saint Agnes Academy began in 2011 and currently has a coeducational enrollment of 143 students. St. Agnes Academy is united by God's love, living and sharing our faith daily. We strive for academic success while promoting awareness and appreciation of community involvement as a lifestyle. Within this secure, welcoming environment, our experienced, dedicated faculty and staff celebrate the uniqueness of each child from pre-school through grade eight.

The Headmaster is the instructional, managerial, and spiritual leader of the school, reporting to the Pastor. The Headmaster is hired by the Pastor with the approval of the Bishop to provide leadership inside and outside of the school. The Headmaster is directly responsible for long-range planning and outreach to the community, with a particular focus on educational development and enrollment management. Together with the School Board, the Headmaster is expected to devote a considerable amount of time to fund-raising activities, which are critically important to operations of the school, while maintaining strong relationships with the various elements of the Saint Agnes School and neighboring communities. Working with the Parish Finance Council, the Headmaster is responsible for the preparation and implementation of the annual operating Budget and oversight of the school's finances. Strict adherence to established financial goals are essential in this challenging economic environment.

The Headmaster oversees the total education program of the school. The Headmaster works in the capacity of the traditional role of the principal with the additional responsibility as Chief Operating Officer. The Headmaster works with faculty, administration and staff to ensure the implementation of a rigorous and diverse curriculum and range of programs focused on "inspiring lives of learning, faith and service" based on the educational philosophy of Saint Agnes School and the achievement of excellence. Achieving academic excellence requires the Headmaster to collaboratively direct all members of the faculty and staff and communicate effectively with parents. Inherent in the role are the responsibilities for curriculum development, personnel management, scheduling, facility operations, extracurricular activities, and emergency procedures. Maintaining a culture of open communication with parents, students and faculty is fundamental to the Headmaster's success.

Qualifications:

The successful candidate must be someone who:

- Is a practicing and active Catholic who shows an understanding and commitment to the mission of Catholic Education.
- Has a minimum of a Bachelor's Degree (Master's Degree preferred) and/or demonstrated leadership skills within an educational and/or corporate setting
- Exercises leadership and vision
- Proven demonstration of superior written and verbal communication skills
- Develops and fosters the Saint Agnes Academy community, including students, faculty, staff, parents, alumni and donors
- Contributes time and effort to academy/institutional advancement: admissions, marketing, and fundraising
- Responsible for compliance with all laws and regulations, accreditation requirements, and internal policies and procedures

Preferred attributes:

- Experience in primary or secondary education
- Experience in school administration, church related ministry, or administrative experience in a corporate environment.
- Demonstrated record of leadership ability and accomplishments.
- Impressive budget experience
- Outstanding poise, presence and communication skills
- Ability to create and foster a positive and collaborative working environment
- Demonstrated experience in planning and supervision of capital projects
- Strategic planning skills.

Submit cover letter and resume by April 22, 2019 to:

Fr. Chris Malatesta
489 Main Street
Dalton, MA 01226
Or hmapplication@saintagnesc.com