

**St. Mary's Academy  
Employment Posting**

**Job Position: Middle School Principal**

**St. Mary's Academy Overview:**

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed Lower and Middle schools, and all-girls' High School. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-K to twelfth grade.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies, scholarship, grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

**Job Description:**

St. Mary's Academy (SMA) is seeking a Middle School Principal. This is a full-time, 12-month, exempt position reporting directly to the President of SMA.

**Major Duties and Responsibilities:**

The Middle School Principal should be a visionary leader who understands the importance of balancing core academic skills with a well-rounded, innovative, and progressive program; someone who can embrace, articulate, and promote the school's vision, and who will inspire a commitment to excellence. In addition to being an exceptional and visionary leader, a strategic thinker, a relationship-builder and a skillful manager, the responsibilities of the Principal will include, but are not limited to, the following:

***In relation to Mission and Vision Effectiveness:***

- Maintain congruency between the school's mission and vision statement and all activities of the division
- Create an environment in which each student's faith and moral development will be nourished through an understanding and knowledge of the Loretto School Values of faith, community, justice and respect, including modeling these values

***In relation to Administrative Leadership:***

- Know best practices for educating middle school students
- Help set the strategic direction for the school as a member of the administrative team
- Serve on committees where appropriate and/or as assigned by the President
- Be the educational leader of the division, responsible for its day-to-day operations
- Function as the chief articulator of the division's programs, expectations, behavioral guidelines and other information necessary to ensure that all constituencies are fully informed consonant with their individual roles
- Recruit, interview, hire and retain faculty and staff whose values are compatible with the mission of the school
- Provide on-going supervision and evaluation of faculty, with attention to mentoring/coaching teachers as needed
- Assist in the admission process for the testing, interviewing and evaluating of applicants for enrollment
- Maintain the budget for the division

***In relation to Instructional Leadership:***

- Review and evaluate the academic programs, including attention to horizontal and vertical curricular flow
- Lead the academic policies/curricular conversations in the articulation of the school mission, school goals, department goals, course objectives, materials, methods, and means of assessment
- Serve as a consultant to teachers in matters of classroom management, pedagogy and general school procedures
- Conduct regular meetings with faculty that deal with both routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern

***In relation to the Student Experience:***

- Foster a climate of inclusivity, personal integrity and honesty in and out of the classroom

- Recommend policy and implement general school regulations for discipline, student appearance and decorum, in partnership with the President

### **How to Apply:**

St. Mary's Academy has engaged the national executive search firm Educational Directions, Incorporated, to assist with the search. The Search Committee plans to complete the search by February 2020.

Candidates should submit the following materials as soon as possible:

- Cover letter explaining why they are interested in and qualified for the Middle School Principal position at St. Mary's Academy
- Brief personal statement that includes the candidate's thoughts on leading St. Mary's Academy Middle School in the tradition of the Sisters of Loretto
- Current resume
- Names, e-mail addresses, and telephone numbers of five references
- Two written letters of reference

Electronic submission of materials is required. **Please send materials in a consolidated pdf format to** Mathew Heersche, Ed.D at [mheersche@edu-directions.com](mailto:mheersche@edu-directions.com) or Risa Oganessoff Heersche at [rheersche@edu-directions.com](mailto:rheersche@edu-directions.com).

### **SEARCH CALENDAR**

Applications Due – mid-January 2020

Semi-finalists interviews – Late January/early February 2020

Finalist interviews and campus visit – February 2020

Appointment of new Principal –February/March 2020 for a July 1, 2020 start

### **Education and/or Experience:**

Bachelor's degree; Master's degree in education or school administration preferred  
Minimum 3 years' experience as an administrative leader, preferably in independent schools

Minimum 5 years experience as lead teacher

Proven success at working collaboratively in educational leadership

Dynamic instructional leader with a solid understanding of the developmental and curricular needs of middle school students

Outstanding leadership skills

Exceptional written and oral communication skills

Excellent organizational and presentation skills

Strategic thinker and empathetic problem solver

Technologically savvy

**Salary/Benefits:**

Salary is commensurate with experience. This is an exempt, salaried position with benefits.