



**NATIVITY PREPARATORY SCHOOL OF
NEW BEDFORD
66 SPRING STREET
NEW BEDFORD, MASSACHUSETTS
508 994-3800**

**JOB DESCRIPTION
HEAD OF SCHOOL
JANUARY, 2010**

MISSION STATEMENT

Nativity Preparatory School of New Bedford is an independent, tuition-free middle school for boys from low-income families in the New Bedford area. The school provides a challenging and supportive learning environment, where motivated students of all faiths are offered an intellectual, cultural, physical and moral education. The goal is to graduate young men who are academically prepared for further education, inspired to lead their lives with humility, and dedicated to serving others.



POSITION DESCRIPTION: HEAD OF SCHOOL

The Head of School's primary responsibility is to ensure that the school is successful in achieving its academic, administrative and financial goals. The major tasks of the Head of School are: strategic planning; goal setting and assessment of success; financial management including fundraising; academic program and Board Relations. The Head of School will be the academic leader of the school. He/she sets the tone and is the leader of the entire school community.

The Academic/Educational Leader of the School.

❖ The Head of School works with the principal, teachers and mentors to ensure that the school's mission is carried out in the classrooms and on the athletic fields. He/she is knowledgeable about the educational program, the extracurricular activities and oversees the summer program through the Principal. He/she is responsible for planning and implementing the academic and co-curricular programs.

❖ The Head of School is responsible for hiring the volunteer faculty with the support of the Principal.

❖ The Head of School is responsible for overseeing admissions/recruitment and is directly responsible for admissions policies and programs.

❖ The Head of School is directly responsible for hiring and training/mentoring/evaluating/supporting the volunteer principal and faculty and the administrative staff. He/She works with volunteer mentors to provide the structure and support that a young volunteer faculty need to be effective teachers.

❖ The Head of School is responsible for evaluating students needs and for putting in place programs that address those needs.

❖ The Head of School is responsible for secondary school placement and helps/supports the volunteer faculty member in charge of secondary school placement. He/she maintains strong ties to admissions offices at secondary schools.

❖ The Head of School sets a positive tone within the School and is a positive presence throughout the school community. He/she understands the 'culture' of the school and helps to maintain the integrity of the mission within the school community.

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OPERATIONS/FINANCIAL MANAGEMENT OF THE SCHOOL

❖ The Head of School is directly responsible for overseeing the daily operations of the School, oversees and evaluates administrative staff functions and sees that the physical plant is well-maintained.

❖ With the help and support of the business manager and the Finance Committee of the Board, the Head of School is responsible for preparing and managing the budget and providing sound financial management.

DEVELOPMENT/COMMUNITY /BOARD RELATIONS

❖ The Head of School is an ex-officio member of the Board and of all committees of the Board.

❖ The Head of School works with the Board and the Development Director/Development Committee and is an important link in helping to raise money in the community as well as in 'closing' fundraising opportunities that are originated within the current development/fundraising structure.

❖ The Head of School maintains connections to parents of Nativity students and is seen as 'approachable'. He/she is able to help parents to understand the school's philosophy and culture, their child's own needs and their responsibilities as a parent at the School.

❖ The Head of School communicates effectively with Board members, faculty, staff, students, parents, graduates and the community.

❖ The Head of School works closely with the Board Chair and is directly responsible to the Board. He/she is responsible for keeping Board members informed on a regular basis as to the status of the school, both financially and with respect to daily operations. He/she has an understanding of all aspects of the school and is able to give appropriate guidance in making decisions.

REMUNERATION:

Salary and benefits package, while not completely competitive with leading Independent School salaries and perks, is very competitive within the Nativity Network Schools and will be thoughtfully and considerately negotiated.

HOW TO APPLY:

Please send your resume, letter of educational philosophy and several letters of recommendation, with contact phone numbers and email addresses to:

Patty Sweriduk, Chair
Head of School Search Committee
Nativity Preparatory School of New Bedford
66 Spring Street
New Bedford, Massachusetts 02740

or emailed to: phtsweriduk@aol.com