



Saint Agnes School
Arlington Catholic
High School



The Catholic School of Saint Agnes Parish (www.achssas.org) has two campuses. Students from infants through Grade 8 are housed at the Saint Agnes School Campus and students in the Bridge Academy through Grade 12 are housed at the Arlington Catholic High School Campus. We are seeking the next Head of School/Principal to lead our Infant-Grade 12 school with an anticipated start date of July, 2026. This person is supported by an administrative team and will continue the successes of the current programs and continue programmatic expansion, building long-term viability while honoring the history of the Sisters of Saint Joseph in our school.

Overall Summary Of Role:

The Head of School/Principal embodies the mission of the school, promotes the Catholic mission and values in all aspects of the school's program, and articulates the vision for the school and its future. The Head of School/Principal reports directly to the Pastor and is the educational leader who, assisted by an experienced, robust administrative team, is ultimately responsible for the overall management of the School, including Advisory Board relations, curriculum and instruction, school life, business, finance and facility operations, admissions, marketing and financial aid, advancement, and fund-raising.

The Head of School/Principal implements the mission of the school and provides both pastoral and professional leadership to the community. The Head of School/Principal is ultimately responsible for the day-to-day administration of the school.

Advisory Board:

- Keeps the Board informed of all matters relating to the school
- Provides data to assist the Board in its work
- Seeks direction from the Board for strategic planning
- Assists the Pastor/Board Chair in setting board meetings, agendas, and topics
- Supports the work of subcommittees
- Sees that minutes are properly taken
- Otherwise assists the Board in its work as asked

Curriculum And Instruction:

- Establishes and upholds the academic and disciplinary standards of the school per policies established in the Student and Faculty Handbooks
- Measures student achievement in various benchmarks against national standards
- Maintains a safe, secure physical learning environment
- Maintains updated network infrastructure and technology in all instructional areas
- Oversees the development and implementation of curriculum to meet the educational interests and needs of students
- Supervises, assigns, evaluates and discharges faculty and staff
- Approves the school calendar in consultation with other administrative leaders
- Approves the master schedule and preparation of the program of studies
- Oversees hiring of all staff

- Responsible for supervision and evaluation of the administrative team
- Oversees the vertical alignment of curriculum from Pre-K - Grade 12
- Provides opportunities for curriculum development
- Provides opportunities for Professional Development
- Oversees the sharing of faculty between the two campuses

Student Life:

- Oversees the implementation and administration of the athletic program
- Oversees the coordination of student organizations
- Oversees the Campus Ministry program
- Develops reasonable rules and regulations to insure the welfare of all members of the school community, which contribute to a positive atmosphere of learning
- Dismisses students after consulting with other administrative leaders
- Oversees the implementation of the student information system (FACTS)
- Supervises the coordination of shared student events
- Is a visible presence at Pre-K through Grade 12 school events

Business, Finance And Facility Operations:

- Establishes and supervises the business functions of the school, including developing a line item budget; tuition collection; expenses; cash flow; and maintenance of appropriate records
- Sets the tuition in consultation with the Finance Office
- Administers salary agreements including COLA adjustments for faculty and staff
- Coordinates major capital repairs, purchases, and building projects
- Oversees the maintenance and cleaning of the buildings, grounds, and facility operations
- Prepares reports required by Massachusetts Department Of Education, Archdiocesan School Office And NEASC
- Establishes the structure and staff for shared departments such as Advancement, Admissions, and Campus Ministry

Admissions, Marketing, And Financial Aid:

- Supervises and assists the admissions functions of the school, including Open Houses, school fairs, social media outreach, website development and maintenance
- Supervises the admissions decision-making process, including financial aid and scholarship programs
- Oversees the maintenance of the Pre-K through Grade 12 website

Advancement And Fund-Raising:

- Oversees the school's fund-raising programs, Annual Fund, And Major Events
- Supervises the school's efforts to identify, cultivate, recognize, and communicate with past, present and prospective donors
- Oversees the school's relation with its alumni including maintenance of alumni database and communication

Job Requirements:

- Practicing Catholic in good standing, committed to Catholic education and the Church's mission.
- Minimum of a master's degree in Education, Educational Leadership, or related field (preferred).
- Minimum five years' experience in education, with at least three in a leadership or administrative role in a Catholic school.
- Proven experience in managing faculty and staff, promoting professional development, and maintaining high academic and behavioral standards.
- Strong knowledge of Catholic education principles, curriculum development, and leadership best practices.
- Excellent communication and interpersonal skills, with the ability to collaborate with diverse stakeholders.
- Strong organizational and financial management skills, including budgeting and resource allocation.
- Ability to inspire and lead a team, fostering a positive, supportive, and faith-filled school environment.

Application Procedure:

To apply, please submit the following documents, confidentially, and as separate PDF attachments.

- Letter of interest that aligns your experiences and skill sets with the current needs of the school as you understand them.
- Statement of Catholic educational or leadership philosophy.
- Current resume with all appropriate dates included.
- List of three references with names, relationships, phone numbers, and email addresses. No references will be contacted without your knowledge and approval.
- Please include Head of School/Principal Search in the subject field.

Materials should be sent to Nate Naughton, Associate Head of School, nnaughton@achs.net

Materials will be reviewed on a rolling basis with initial interviews planned for mid-late March.