

## **Saint Raphael School Principal Search**

Saint Raphael School, located in Medford, MA, invites applications for the position of Principal. The current principal is retiring after leading the school for the past four years.

Saint Raphael School, a parish school, continues to thrive and to flourish. Our enrollment pre-kindergarten to grade eight includes approximately 375 students. There are two sections at each grade level including pre-school. Our class size ranges from the low teens in several sections to approaching our class section maximum of twenty-five students in several others. With the financial support of the parish, careful budget planning, parental support for limited fund-raising, and a relatively low tuition with affordable yearly increases, our school's long-term outlook remains strong.

As a parish school, our academic program intersects with our mission to help students to grow spiritually and to develop a capacity for tolerance and compassion toward others. Thus, Religion is an academic subject as well as a daily practice. Attending Mass with our classmates each week and as a school community each month reinforces the uniqueness of our Catholic setting. Learning the importance of serving those in need becomes part of who we are. Consequently, throughout the year, students are engaged in Christian service projects as a way to foster a spirit of giving. Putting the need for self-discipline and self-control in the context of religious beliefs and experiences helps our children understand Gospel values in a very real way.

The Saint Raphael School academic program provides students a basic standards-based education. The school has begun to realign the expectations for student learning from the Massachusetts Department of Education Curriculum Frameworks to the Massachusetts Common Core. Teachers use curriculum mapping to chart the learning activities that promote student achievement. A key feature of our program involves the close collaboration between the teachers at each grade level. Common planning time and the collegial sharing of resources and strategies help create a positive environment for teaching and learning. Student learning experiences and expectations are linked from grade to grade to support student intellectual growth and academic performance.

The faculty includes twenty-one fulltime and two part-time teachers, many with Master's Degree and/or extensive classroom experience, six fulltime aides, and four fulltime support staff, one of whom is a volunteer. The staff collaborates in grade level clusters with four teachers serving as cluster coordinators. There are three part time cafeteria workers.

The well maintained main building contains twenty classrooms, a computer room, a gym/music room, a library, a television studio, and the cafeteria. Most of the classrooms have Smart Boards. The available technology includes a mobile computer lab with 30 laptops and two sets of iPad 2. There are three rooms in the convent basement housing our excellent preschool program. In addition to the beautiful church built in 1988, the parish facilities include a new Parish Center utilized extensively by the school for meetings, assemblies, and specials events.

The Principal of Saint Raphael School serves under the direction of the Pastor, as the educational, spiritual and administrative leader of the school. The Principal is responsible for the effective operation of the school as a Catholic educational institution consistent with the missions of the school and parish. As the primary leader, the Principal is responsible for creating an encouraging and stimulating learning environment that fosters academic excellence within the context of faith and service. In addition to leading the learning and faith development, the Principal must be both an effective manager of resources as well as a strong presence to attract new families.

### **Candidates must possess:**

- Practicing Catholic who has knowledge and understanding of the Catholic faith
- Demonstrated successful leadership abilities
- Proven ability to lead and supervise an elementary staff and faculty
- Strength of character to inspire and to work successfully with students, teachers, parents
- Knowledge and experience with current trends and developments in education
- Ability to guide enrollment management and development efforts
- A Master's Degree in Education and Certification in School Administration.

Interested applicants should send cover letter, resume, and three letters of reference to the attention of the Principal's Search Committee at Saint Raphael School, 516 High St., Medford, MA 02155.

The process will be completed by May 1, 2012. The starting date will be August 1, 2012.