



NOTRE DAME ACADEMY

Educating and empowering the next generation of women leaders

Principal | July 2022 | Hingham, MA

The Opportunity

Located in Hingham, Massachusetts, Notre Dame Academy (NDA) is an independent Catholic school for inspired young women in grades 7-12 sponsored by the Sisters of Notre Dame de Namur (SNDdeN).

The first all-girls day school in Massachusetts, NDA educates and empowers the next generation of women leaders, preparing girls to use education, service, and faith to create positive change in the world. Founded in 1853, NDA focuses on developing girls' extraordinary potential, educating their hearts, minds, and souls, so they have the confidence, wisdom and will to lead throughout their lives.

Every aspect of teaching and learning is tailored to girls – every class, every program, every club, every team – emboldening girls to take the lead in the classroom, in the lab, on stage, on the field and in their communities. Students are encouraged to develop the courage and skills to exercise the power of their voice, to take risks, think critically and engage collaboratively with an understanding that the world is inextricably linked and that we have a shared responsibility to serve and act on behalf of peace and justice in the world.

NDA's inclusive, faith-formation learning community provides a transformative educational experience preparing girls to become critical thinkers, life-long learners, and open-minded leaders. The school offers a holistic educational approach rich in tradition with strong academics, athletics, arts, extra-curricular activities, and spiritual development. Students build skills and capabilities to flourish in the world and they become part of a proud and vibrant NDA alumnae sisterhood community. Based on their learning and reflection, students are inspired to act in accordance with the principles of service and the social justice practices in the Catholic tradition of the global mission of SNDdeN, leading to the integration of the whole person.

The Principal is the primary educational leader of the school directly responsible to and reporting to the President concerning the daily operation of the school, including all facets of the student educational experience, academic programming, guidance and counseling, student life, campus ministry, co-curriculars as well as programming to maintain a superior student experience. The Principal attracts, retains, and manages a team of dedicated administrators and teachers to ensure high quality development and implementation of curriculum and programming around a shared sense of academic excellence, faith, community, and purpose.

NDA offers distinct and separate programming for its high school (9-12) and Cuvilly (7-8) divisions aligned with the educational and developmental needs of these students. Rooted in a holistic and robust liberal arts and sciences tradition, NDA's rigorous academic program offers Honors, Advanced Honors, and Advanced Placement curriculum challenging its over 450 students to reach their full intellectual potential. The school is in the early stages of a strategic planning initiative and the Principal will develop and shape the vision, mission, and strategy to carry forward the legacy of the SNDdeN and NDA. This work includes deepening and advancing NDA's commitment to diversity, equity, and inclusion, and the development of innovative leadership programs.

NDA strives to exemplify the distinct hallmarks of a *Notre Dame Learning Community* fostering a culture of collaboration, interactive teamwork, open and direct communication, and respect for the dignity and sacredness of each individual. The NDA faculty and staff comprise a highly committed team who fully embrace the mission and core values of the school and its all-girls profile striving to create a nurturing and empowering environment for each girl. The interaction between teacher and student at NDA is characterized by care and encouragement. The faculty is dedicated to ensuring the success of their students, participating in all aspects of school life. The ideal candidate will inspire and build community, collegiality, and trust among the faculty.

To learn more about the school, please visit www.ndahingham.com

The Candidate

The candidate will possess a genuine passion and joy for educating girls and young women, supporting a mission of providing transformative educational experiences and leadership opportunities to recognize and develop each student's unique individual talents and potential.

The successful candidate will be a highly perceptive educational leader who embraces the traditions and culture that make NDA a special place in the hearts and minds of its students, parents, faculty, staff, and alumnae. The Principal will apply excellent management skills and a strategic mindset to foster a collegial professional learning environment characterized by joy and purpose. An active listener, kind and thoughtful, the Principal will act as a relationship builder and positive role model for students and faculty alike, embodying the school's values and mission.

Responsibilities

- Embrace NDA's mission, the charism of the SNDdeN and Catholic identity rooted in Gospel values. Demonstrate commitment to faith formation, academic excellence, and service.
- Lead and oversee the NDA educational experience. Shape and guide the programming in academics, guidance and counseling, campus ministry, discipline, and student life (co-curricular activities and events) in alignment with the mission, vision, and identity of

Notre Dame Academy including scheduling, supervision, coverages, lunches, after school programming and security.

- Engage and maintain personal rapport and relationships with students, inspiring them toward service and action on behalf of global justice and peace.
- Inspire and encourage teamwork. Develop, lead, and monitor initiatives supporting educational goals aligned with Notre Dame Academy's vision and mission.
- Empower and effectively delegate to faculty and staff, acknowledging the central role of faculty and staff in providing holistic educational programming incorporating learning, reflection, and action.
- Oversee professional development, hiring, and retention of educators and program leadership.
- Identify strengths and weaknesses within the school community and engage faculty in implementing change. Build consensus for the change process. Inspire team to action.
- Oversee and manage the administrative team including Assistant Principal, Director of the Cuvilly Division, Director of Student Life, Director of Campus Ministry, Director of Academic Learning, Director of Guidance and School Counseling, and Manager of Student Systems.
- Manage and guide seven department chairs for each of the school's disciplines including English, Social Studies, World Languages, Theology, Mathematics, Science, and Computer Technology Studies.
- Maintain, design, implement, and monitor systems and procedures necessary to the successful functioning of the school. Manage the daily school operations, including arrival and dismissal of students and support for key events.
- Engage and connect with families, honoring and elevating the role of parents as integral members of the learning community.
- Communicate effectively and in a timely manner with internal and external stakeholders: students, parents, faculty, and staff.
- Collaborate and lead key initiatives to foster a culture that advances justice, diversity, equity, and inclusion through the Billiard Leadership Institute and other programs.
- Gather and use data including faculty and staff input to assess and enhance work.
- Assist in the development of short- and long-term plans and objectives for the overall operations of the school and its programs and activities, monitor progress, assure adherence, and evaluate performance in coordination with the President and in alignment with the strategic plan and long-term interests of the school.
- Act in concert with admissions, advancement, and communications teams to build relationships and implement coordinated initiatives that serve the priorities of the school.

Qualifications

- A natural leader who understands, appreciates, and effectively articulates the mission of Notre Dame Academy and the SNDdeN.
- A collaborator who will work closely with the President to fulfill and advance NDA's mission.

- A team player who values relationship building and has the desire and ability to work collaboratively with a variety of stakeholders, including members of the leadership team, students, faculty, staff, and parents.
- Experienced in developing and managing educators including hiring, training, developing, supervising, and evaluating personnel.
- Demonstrates compassion, curiosity, approachability, and kindness toward students, colleagues, parents, and all members of the wider school community.
- Demonstrates ability to strategize, implement, and build constituency programs and activities, along with a talent for motivating staff.
- Demonstrates flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment.
- Possesses strong creative, strategic, analytical, and organizational skills.
- A problem-solver who is decisive and takes ownership.
- High professional and ethical standards for handling confidential information.
- Ability to consistently maintain a visible, involved, and approachable presence.
- Excellent written, oral, and interpersonal skills.
- Strong computer skills and knowledge of technologies and tools relevant to current best practices in school administration and curriculum implementation.
- Minimum requirement of master's degree in educational leadership or related field
- Minimum requirement of 5 (five) years successful experience and leadership in a school setting

Notre Dame Academy invites candidates to join in this process who bring a substantive and varied combination of educational pursuits and lived experiences that demonstrate the capacity to make a meaningful contribution as the primary educational leader within its community.

Candidates will ultimately submit the following materials:

- A cover letter expressing their interest in this particular role
- A current résumé and CV
- Statement of Educational Philosophy
- Academic Transcript(s)

Interested candidates, please contact Narwhal Talent Partners:

- by voice, text, or email:

Peter G. Hamilton | (617) 620-9268

Christian G. Henry | (857) 285-3364

search@narwhaltalent.com

All inquiries are treated as confidential.