Gwynedd Mercy Academy High School seeks a Principal to lead, inspire and empower its students and teachers in the tradition of mercy and service, handed down by foundress, Catherine McAuley.

The Principal exercises direct responsibility for the daily operation and educational development of the School academic program. The Principal is responsible for providing ongoing instructional feedback and engaging faculty in the development and implementation of a rigorous college preparatory curriculum. The Principal is responsible for creating and sustaining a culture of continuous improvement that provides students with multiple opportunities to develop and demonstrate proficiency. The Principal serves as a member of the President’s Leadership Team and actively partners with various departments. She/He also exercises general supervision of faculty and staff leaders of: Academic Department Chairs, Academics, Athletics, The Catherine Learning Program, College and School Counseling, Student Activities and Student Affairs.

Appointed by and reporting to the President, the Principal will work closely with the President regarding major decisions and issues that affect the school and oversees a student body of approximately 415 with 79 faculty and staff. Position will commence July 1, the start of the 2022-2023 academic year.

For additional information about this position and Gwynedd Mercy Academy High School, please visit www.gmahs.org/careers.

KEY RESPONSIBILITIES

- Provide, in conjunction with the President, personal and visible leadership for the faculty, staff, students and families of Gwynedd Mercy Academy High School on issues related to the mission and goals of the school, and other issues as appropriate.
- Ensure, in conjunction with the President, the spiritual leadership, the integration of the Catholic faith and culture, and the stewardship of the Mercy charism throughout the school’s entire program and environment.
- Lead all academic colleagues with a student-centered approach that emphasizes solutions that consider the student’s interest and experience first.
• Cultivate and support an environment and culture for 21st Century teaching and learning, utilizing state-of-the-art technology and ensuring that emerging trends are recognized, studied and applied as appropriate.
• Effectively function as a Change Agent to work with faculty and non-teaching colleagues to see the value of change and partner with them on change management and implementation.
• Lead the implementation of the rigorous, college-ready curriculum so that all students can achieve at high levels.
• Supervise, develop and evaluate non-teaching colleagues, including the Dean of Academics, Dean of Student Affairs, Director of Athletics, Director of Student Activities, Director of School Counseling, Director of College Counseling, Director of Catherine Learning Program, School Minister and administrative staff.
• Select and retain faculty and other instructional and extracurricular staff who are best fit to support the mission of the school.
• Conduct faculty assessments using Career Progression model.
• Attends Academic Board meetings led by the Dean of Academics.
• Partner with the Director of Finance to maintain fiscal accountability of the overall academic budget and associated goals and outcomes. Manage all departmental budgets, including development of departmental budgets.
• Partner with the Director of Mission Integration to assist in the ongoing formation of all colleagues and students.
• Partner with the Director of Enrollment Management to identify students who would be successful in our academic environment and become strong Mercy women.
• Partner with the Director of Technology to oversee the ongoing strategic integration of instructional technology in all classrooms.
• Partner with the Director of Communication to manage strong communication with parents across all school communication platforms, informing them about school policies and sharing news and information so that they can become partners with the school in supporting the success of the students.
• Partner with Diversity, Equity, Inclusion and Justice Leader and L.E.A.D. director in the implementation of program initiatives.
• Maintain relationships and file required reports with sponsoring and accrediting organizations, as well as other academic associations.
• Carry out established school policies and ensuring that all legal requirements are met, that proper educational standards are observed, and that stated objectives of the School are pursued; reviews those policies and makes recommendations for change.
• Serve as a non-voting, ex officio member of the Board of Trustees.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

• Proven leadership abilities, commitment to academic excellence and cultural competence to build an inclusive school culture.
• Ability to clearly articulate the mission of the school and the Mercy charism.
• Exceptional interpersonal skills and proven ability to network across diverse groups of stakeholders.
• Commitment to and skill at shared leadership and collaboration.
• Results-oriented with an ability to motivate and inspire individuals and groups to accomplish goals.
• Management of the faculty to achieve institutional goals of all school initiatives.
• Agile, insightful, flexible leadership style and comfort with managing from ambiguity to clarity.
• Practicing Roman Catholic.
• A visible, accessible presence.
• Strong oral and written communication skills and comfort interacting with the media.
• Secondary teaching experience.
• Two to five years of successful experience as a principal leading a secondary school strongly preferred.
• Master’s degree in related field required.

DESIRED COMPETENCIES

• Strategic planning and execution
• Leadership and collaboration
• Business acumen
- Decision-making
- Delegation
- Budget management
- Fundraising skills
- Managing vision and purpose
- Negotiation
- Planning, managing and measuring
- Relationship building

TO APPLY

Interested and qualified candidates are invited to submit materials to be considered for an interview. The following should be submitted by email in PDF format:
- Cover letter aligning your skills, experiences, and interests with the leadership requirements of the position;
- Current résumé;
- A brief statement of educational or leadership philosophy;
- A list of three (3) references (contact information only). No references will be contacted until a serious mutual interest has been established, and not without prior approval of the candidate.

Submit materials to: rice.bryan@carneysandoe.com

EQUAL OPPORTUNITY EMPLOYER