



## NATIVITYMIGUEL SCHOOL OF SCRANTON PRINCIPAL

**Would you like to be a part of an educational model that molds excited young minds, fosters innovation, and directly impacts the growth and prosperity of students and the community we proudly call home?**

**You can, HERE at NativityMiguel School of Scranton!**

The President and Board of Directors of NativityMiguel School of Scranton ([nativitymiguelscranton.org](http://nativitymiguelscranton.org)) are accepting applications for an exciting and personally rewarding opportunity to serve as principal changing the lives of an underserved diverse student population.

NativityMiguel School of Scranton is an independent, Catholic middle school (grades 5-8) founded in 2015, located on the campus of Marywood University. The school is characterized by an academically rigorous curriculum, small class sizes, and an extended day, year-round educational program. The school empowers middle school students to reach their full potential as scholars, leaders, and role models in their families and communities.

The successful principal applicant must possess a record of proven leadership ability and a commitment to the mission and philosophy of a NativityMiguel model of education ([nativitymiguel.org](http://nativitymiguel.org)).

In addition to fostering a nurturing environment focused on academic success, core values of character and service, and a faith-based curriculum, the principal is expected to bring energy and enthusiasm to growing enrollment, supporting fundraising efforts, enhancing instruction through technology, and building an inclusive, welcoming campus for enrolled and prospective families.

The successful applicant will lead with a clear vision and possess exceptional communication skills and a passion for continuing the success that NativityMiguel School has achieved since its inception.

### MISSION

Through the lens of the Catholic faith, we, The NativityMiguel School of Scranton, seek to empower our students, of all races and beliefs, to reach their full potential. We offer a holistic approach to academic and character development through our core values of faith and honor, integrity and respect, and leadership and perseverance.

## SUMMARY OF POSITION

The Office of the Principal has as its primary purpose to provide overall leadership for all aspects of the academic programs at NativityMiguel School to achieve the fullest attainment of the school's unique mission. The principal is appointed and is delegated authority by the President of NativityMiguel School and acts as the chief operating and educational officer for the school. The principal bears responsibility for the integration of faith and learning within the school, for successful academic and student programs and for the effective management of the daily operation of the school. The principal acts as the primary academic liaison between the school and the Board of Directors. The principal works closely with the President to ensure coordination and effective implementation of school functions. The principal is ultimately responsible for the successful operation of the school, accomplished through effective delegation of responsibilities to the faculty, staff, and volunteers.

## ACCOUNTABILITY

- Accountable to the President of NativityMiguel School of Scranton.
- Submits to formal, written annual evaluations by the President - mid-year and year end.

## MEMBER OF

- President's Administrative Team.

## RESPONSIBILITIES

The general responsibilities of the principal include, but are not limited to, the following:

- Assures that the NativityMiguel Mission and Catholic character of the school are developed and lived as stated in the school's founding documents.
- Develops, promulgates, and promotes a positive discipline program that is consistent with the NativityMiguel mission.
- Supervises student transportation program - daily, extracurricular, special programs.
- Ensures that the school maintains a safe, secure environment.
- Develops, implements, and supervises the school's written curriculum.
- Meets formally with the President on a weekly basis; informally as needed daily.
- Assists in the development of board policy with respect to academic and student issues.
- Works cooperatively with the President in the preparation of the annual budget.
- Oversees and carefully monitors the academic portions of the school's annual budget.
- Hires all faculty and educational support staff with the approval of the President.
- Works with the President in strategic, long-range planning.
- Develops, promulgates, and implements a student handbook.
- Develops and maintains an annual school calendar.
- Stays informed on current educational research.
- Supervises food services for the school.

- Participates in fund raising efforts, development initiatives, marketing of the school, solicitation of gifts and all public relations activities in collaboration with the President and development staff.
- Ensures good relations with the community at large.

#### **ACADEMIC AFFAIRS:**

- Ensures regular reviews of the NativityMiguel mission, values, and Catholic character of the school.
- Supervises standardized testing (NWEA and MAP Growth) and uses data to inform instruction.
- Develops and implements a process for written annual clinical supervision and evaluation of faculty.
- Works with teachers individually in the areas of curriculum development and student issues.
- Leads efforts to develop and improve curricula and all co-curricular activities with the help of the faculty and approval of the President.
- Develops and coordinates the implementation of a multi-faceted assessment program for all students and provides summary reports to the President annually.
- Provides orientation and a support system for new faculty/staff.
- Develops and implements a faculty/staff handbook.
- Monitors the performance and well-being of each teacher and educational support staff member with formal and informal observations.
- Consults regularly with the President regarding personnel matters.
- Organizes and leads regularly scheduled faculty meetings.
- Plans and implements occasions for faculty/staff recognition (birthday remembrances, etc.).
- Provides opportunities for faculty/staff in-service.
- Engages in long-range planning with faculty and staff.
- Assigns faculty for co-curricular activities, supervision of students, and other professional responsibilities.
- Recruits, screens, and supervises school volunteers.
- Leads efforts to integrate technology into all aspects of the academic program.
- Facilitates the development and updating of curricular guides.
- Facilitates the updating of textbooks and other instructional material and ensures that inventories are maintained.

#### **STUDENTS:**

- Oversees all admissions activities of the school.
- Prepares appropriate admissions procedures and materials.
- Provides individualized support systems for students as needed.
- Provides and monitors behavior modification programs, as needed.
- Initiates and oversees the implementation of a counseling program for all students.
- Provides opportunities for worship and community service, considering the ecumenical nature of the student body.
- With approval of the President, dismisses a student who is unable, after the utmost personal care and guidance, to adhere to the basic academic and/or behavioral expectations for NativityMiguel School of Scranton students.
- Attends student and school functions which may be outside of normal school hours.

**PARENTS/GUARDIANS/FAMILIES:**

- Establishes an effective communication system (calendars, conferences, phone calls, letters, Remind app, etc.) with parents/guardians/families.
- Provides support programs for parents/guardians/families.
- Provides forums for information exchange (meetings, report card conferences, etc.).
- Provides educational opportunities for parents/guardians/families.

**SPECIAL PROGRAMS:**

- Supervises and oversees the Summer Program for returning and prospective students.
- Oversees the Federal Government Lunch Program.
- Oversees the Afterschool Programs; pays careful attention to the integration of classroom instruction and after school activity; encourages the formation of clubs and special interest areas for students.

**QUALIFICATIONS**

Preference will be given to a Catholic who possesses or is matriculating towards a minimum of a master's degree and certification in appropriate areas, and who has at least 3-5 years successful experience in an educational environment. Spanish language proficiency is helpful.

**COMPENSATION**

NativityMiguel School of Scranton offers a full, competitive employee benefits program including:

- Medical, Dental, and Vision health coverage
- IRA plan with employer match
- Life insurance
- Paid time-off and holidays

**Salary is commensurate with experience.**

**APPLICATION PROCESS**

Interested candidates may apply by submitting the following materials:

- a letter of introduction presenting interest in and qualifications for the position
- a current résumé
- the names, relationship, and contact information (telephone and email address) of at least three professional references

Submit application materials electronically to [info@nmscranton.org](mailto:info@nmscranton.org):

NativityMiguel School of Scranton

Attention: Search Committee

Applications are being accepted immediately. Review of applications will begin April 15<sup>th</sup> and continue until the position is filled.