

PRINCIPAL
Sisters Academy of Baltimore
Baltimore, Maryland

Sisters Academy of Baltimore, a Catholic community-centered middle school, educates girls from families of limited economic means, particularly those in southwest Baltimore, who together reflect a rich tapestry of cultures, ethnic groups, and religions. Sisters Academy of Baltimore seeks a principal to begin in July 2020. The ideal candidate will have the vision, creativity, initiative and experience to lead and inspire students and parents to strive for excellence and become contributing members of society.

The Academy empowers students to become agents of transformation in their families, communities and society, and graduates to be well educated, self-assured, spiritual, and committed young women in their communities, nation, and world.

Sisters Academy is sponsored by four congregations, the Sisters of Mercy, School Sisters of Notre Dame, Sisters of Bon Secours, and Sisters of Notre Dame de Namur, and is a member of the Coalition of NativityMiguel Schools and a member of and accredited through the Association of Independent Maryland and Washington, D.C. Schools (AIMS).

Major Responsibilities

The principal is the educational leader of the school and reports directly to the president. The principal fosters a religious spirit in the school in accordance with the school mission. The principal oversees all programs, services, and issues directly affecting students. Teachers, other instructional personnel and the school secretary report to the principal.

The principal is responsible for the recruitment, orientation, and development of the instructional staff; the development and evaluation of the curriculum, calendar, and schedule; the implementation of the admissions process; the acceptance and advancement of students; implementation of the academic budget; communication with parents on all school-related matters.

Qualifications

Desirable candidates will possess at least the following qualifications:

- Ability to embody and promote the mission of the school
- A master's degree in education or related field
- Three years of successful administration, preferably as principal
- Five years of successful teaching experience in an urban middle school

In addition, desirable candidates will have excellent interpersonal skills with demonstrated ability to relate to and connect with students, parents, colleagues and the community; effective written and verbal communication skills; excellent organizational and administrative skills with strong attention to detail.

Application Process

Review of applications begins as they are received. Interested candidates may apply by submitting the following materials to Sister Delia Dowling, SSND:

- A cover letter presenting interest in and qualifications for the position,
- A current resume,
- A personal statement of educational philosophy,
- The names and contact information of three references.

Submit application materials electronically by **March 16, 2020** to:

Sister Delia Dowling, SSND

President

Sisters Academy of Baltimore

Phone: 410-242-1212

Send materials to ddowling@sistersacademy.org

A complete job description is available upon request. For more information about the school, visit our website at www.sistersacademy.org. For more information about the position, contact Sister Delia Dowling at 410-242-1212 or ddowling@sistersacademy.org

About Sisters Academy of Baltimore

Sisters Academy opened on September 7, 2004 with the fifth grade. Over the following three years grades six, seven, and eight were added. The first class of eighth graders graduated on June 4, 2008, making a total of twelve graduating classes this year. Every graduate is in high school or has completed high school. Sisters Academy is small by design and expects to have an enrollment of 68 to 70 students in 2020-2021. Approximately 80 percent of the students are African-American and 20 percent are Hispanic. All students are funded.

The program at Sisters Academy is built on nine distinctive characteristics of mission effectiveness, common to schools in the NativityMiguel Coalition of Schools. All of the schools: are faith-based; serve the economically poor and marginalized; address the holistic growth of students; partner with the family; offer an extended day and year; maintain a commitment to the student beyond graduation; govern and manage the school with an effective administrative structure; engage in ongoing assessment; and collaborate with other faith-based schools with similar missions.