

Notre Dame Academy High School Principal

Notre Dame Academy seeks to hire an inspirational leader to serve as the next High School Principal (9-12) and join the Administrative Leadership Team. The Principal will serve as the instructional leader of the school to ensure a high quality, faith-based student experience through effective functioning of school operations, advancing the mission and vision of Notre Dame Academy as we approach the 120th anniversary of the school's founding.

*In the tradition of the Congregation of Notre Dame,
the mission of Notre Dame Academy is to advance, embody and excel at liberating education,
an education which leads each girl and young woman
to become an agent of transformation
and of the transformation of society.*

It is through the lens of this mission, the vision and the belief statements, that an applicant's candidacy will be considered. Successful candidates for this position should possess many of the following qualities:

- Practicing Catholic with a vibrant faith including respect for the faith and religious beliefs of others.
- Capacity to comprehend and articulate the charism of St. Marguerite Bourgeoys and the spirit of the Congregation of Notre Dame.
- Advocate for the advantages of all-girls education.
- Commitment to building a diverse and inclusive community consistent with a Catholic identity.
- Demonstrated knowledge of curriculum review, college placement, co-curricular activities, programming and facilities management.
- Strong written and verbal communication skills and a record of effective and responsive interaction with students and parents.
- Excellent presentation skills when addressing students, faculty and parents.
- Ability to work collaboratively with the Administrative Leadership Team.
- Minimum of five years teaching experience and instructional leadership, preferably in a Catholic school; minimum of five years of administrative leadership experience is preferred.
- Annual Salary: \$80k-\$100k

To apply for this position, please submit the following three documents as one combined PDF attachment by May 19, 2023 to president@notredameacademy.org

1. Cover letter that aligns your skill sets with the job description as posted above.
2. Current resume with all appropriate dates included.
3. List of three references including the person's name, their relationship to you, phone number and email address. References will not be contacted without your knowledge and approval.

Start Date: July 1, 2023



718-447-8878



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