



# Fairfield College Preparatory School

A Jesuit, Catholic School of Excellence

## Position Announcement - Principal

### The Institution

Fairfield College Preparatory School is a Jesuit, Catholic school of excellence founded in 1942. With an enrollment of 750 boys in grades 9-12, Fairfield Prep attracts students from diverse backgrounds throughout Southern Connecticut and the New York metro area. Our graduates attend top colleges and universities, and have distinguished themselves in a variety of professional occupations.

The mission of Fairfield Prep is to form young men of intellectual competence, who possess the conscience to make wise decisions, a compassion for others, and a commitment to justice in our global society. We strive to be a reflective community of faith responding to the global and ecological challenges facing humankind. We are committed to graduating young men who will be transformational leaders in an interconnected world marked by profound change.

Fairfield Prep is unique in its relationship with a Jesuit university and the resources available to it. Prep classes and activities are conducted in buildings located directly on the Fairfield University campus. As a division of Fairfield University, Prep enjoys a host of first-class facilities, services and creative potential.

### Job Summary

Fairfield Prep seeks as its next Principal an experienced educational leader with the vision and skills necessary to help guide our Jesuit, Catholic mission-driven school to the next level of educational excellence. The successful candidate will be a proven academic innovator who is committed to the school's Jesuit, Catholic tradition. He/she directly supervises and mentors the faculty and department chairs, Academic Dean, Dean of Guidance and College Advising, Dean of Students, Director of Diversity, Director of Technology, Athletic Director, and Registrar. The Principal reports to the President and works closely with him on major decisions and strategic issues that impact the school.

### Responsibilities

#### Leadership

- Serves as the Ignatian educational leader of the school, directly responsible to the President for the development, administration, and operation of the academic, co-curricular, and formation programs of the school.
- Formulates educational policies in consultation with diverse professionals and proposes them to the President.
- After consultation with the President, hires and where necessary terminates members of the faculty and any administrative staff that report to her/him, and determines their assignments.
- Manages strong and frequent communication with parents, 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.
- Participates actively in personal as well as professional development activities rooted in Ignatian mission formation and educational excellence and innovation.

## **Faculty/Students**

- Supervises and evaluates faculty and staff in accordance with established policies and procedures. Appoints all department chairs and coordinators of other academics/extracurricular areas.
- Maintains effective communication and meets regularly with faculty and staff.
- Directs faculty professional development and oversees the Ignatian Curriculum Review and Design (CDRP) process, working closely with the department chairs, Academic Dean, and Dean of Mission & Ministry.
- Oversees scheduling procedures and teacher course assignments through the Academic Dean.
- Supervises the academic development of the students; approves students for graduation; dismisses students for academic or disciplinary deficiencies, after consultations with her/his assistants and the President.
- Oversees all grade reporting procedures, ensuring accurate record keeping for transcripts as well as permanent records, through the Registrar.
- Determines policies for retreats, school liturgies, service programs, etc. in consultation with the President and the Dean of Mission & Ministry.
- Oversees the college admissions process through the Dean of Guidance & College Advising.
- Approves all special academic programs e.g., independent study, senior internships, student and faculty exchanges, etc.

## **Administrative**

- Maintains effective communication and meets regularly with his/her assistants, in order to keep fully informed on the major areas of responsibility delegated to them.
- In consultation with appropriate school staff, assists in the preparation of the annual budget for the school which is submitted to the Board of Trustees for approval.
- Oversees the student admission process with an emphasis on internal admissions work and policies. In consultation with the Director of Admissions, selects students for admission and selects students for scholarship allocations in accordance with established policies.
- Determines the school calendar and daily schedule in consultation with faculty and staff.
- Works with Director of Technology and school leadership in developing short and long term technology plans.

## **Community Relations**

- Participates in and attends student, parent, and development functions that occur during the day, evenings, and weekends.
- Maintains effective communication, files required reports, and represents Fairfield Prep in educational matters in dealing with: the Jesuit Provincial's office, the Jesuit Schools Network (JSN), the Bridgeport Diocese, the Connecticut Department of Education, and the New England Association of Schools and Colleges (NEASC).
- Attends meetings of Jesuit high school principals conducted by the Province and the JSN.

## **Competencies and Qualifications**

The ideal candidate will be an experienced and accomplished educator and administrator with a demonstrable commitment to Jesuit education. Among other strengths and experience the school seeks are:

- A master's degree is required; a master's or credential in educational leadership/administration is preferred.
- At least 5 years of experience in educational leadership in a Jesuit and/or Catholic independent school is preferred, as well as a track record of implementing best practices and innovation across all aspects of the student experience.
- A proven relationship builder who is able to set a respectful and positive tone while promoting collaboration and engagement among all school constituents including administration, faculty, students, families, alumni, friends and the wider community.
- Experience in the creation and implementation of successful professional development programs, curriculum innovation and strategic planning.
- A deep understanding of teacher supervision, evaluation, and formation.
- Excellent organizational and sound financial management skills, coupled with a strong work ethic.
- Proven leadership abilities, a commitment to academic excellence, and the organizational management to build an inclusive school culture.
- Strong oral and written communication skills with the ability to clearly articulate the Jesuit Catholic mission and values of the school.
- Practicing Roman Catholic with the ability to clearly articulate the Jesuit Catholic mission of the school.

#### **Application Requirements and Process**

Compensation is commensurate with experience. Competitive and comprehensive benefits are included in the overall compensation package.

All interested candidates should submit their resume and statement of interest to:

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#### **Application Deadline: December 16, 2020.**

The successful candidate will become Principal on July 1, 2021.