



**Principal**  
**Gwynedd Mercy Academy High School**  
**Gwynedd Valley, PA —July 2022**

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**THE SCHOOL**

Established in 1861, Gwynedd Mercy Academy High School is an independent, Catholic, all-girls preparatory school located in suburban Montgomery County on 43 acres, 20 miles northwest of center city, Philadelphia, adjacent to Gwynedd Mercy University. The School seeks a Principal starting in July of 2022. Reporting to the President, the Principal is responsible for the daily operation and educational development of the academic program of the school. A full school profile is available [here](#).

**DISTINCTIVE PROGRAMS**

**Leadership Institute** Four-year comprehensive ethical leadership development program blending classroom instruction, experiential learning, and student designed and driven community service programs.

**Mercy Mester/Intermission** One week midyear deep dive into interdisciplinary topic of the student's choice mission-aligned with the Sisters of Mercy Critical Concerns of Racism, Nonviolence, Women, Immigration, and the Earth.

**Wellness Curriculum** Curriculum and programming built around an eight category wellness wheel that addresses the categories within grade specific themes to educate, inspire, and empower leaders for college and beyond.

**Global Learning** Member of worldwide Mercy Education system partnering with other Mercy schools in classrooms and through service projects.

**Design Thinking** All freshmen introduced to computational design thinking, robotics, coding and visual and performing arts to spark passion for STEAM and inspire innovation.



**Carney  
Sandoe**  
& ASSOCIATES

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## THE POSTION

**REPORTS TO:** President

**SUPERVISES:** Faculty and Staff

**SCHEDULE:** Administrative

**POSITION SUMMARY:** The Principal exercises direct responsibility for the daily operation and educational development of the academic program of the school. The Principal is responsible for teaching and learning through 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. Appointed by and reporting to the President, the Principal will work closely with the President on major decisions and issues that affect the school, and will oversee a student body of approximately 400, and 50 faculty and staff.



## DUTIES AND RESPONSIBILITES:

- 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.



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## **DUTIES AND RESPONSIBILITIES (cont.)**

- 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.
- 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.
- Select and retain faculty and other instructional and extracurricular staff who are best fit to support the mission of the school
- 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.



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## 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

## SPECIFICATIONS

- 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.

## TO APPLY

Please send resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and statement of philosophy of education and leadership Rice Bryan ([rbryan@carneysandoe.com](mailto:rbryan@carneysandoe.com)) and Namita Bhattacharya ([namita@carneysandoe.com](mailto:namita@carneysandoe.com)). **Please do not contact the school directly.**



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