



**Assistant Principal  
Notre Dame Academy—Worcester, MA  
July 2023**

[Notre Dame Academy](#), a 7-12 all girls, Catholic school in Worcester, MA seeks its next Assistant Principal.

NDA is seeking a dynamic and experienced Assistant Principal (AP) to serve as a key member of the NDA educational leadership team, the AP will collaborate with the Principal on all matters of school operations and safety, academic integrity and curricular excellence, school mission and Catholic identity, faculty professional development program and mentorship. Reporting to the Principal, the Assistant Principal serves as a thought partner to shared oversight of the comprehensive day-to-day school operations that support school opening, closing ceremonies summer schedules, athletics, and all decisions regarding students, staff and faculty. Direct reports include Department Chairs, School Counselors, Student Support Services, IT, Admissions, Registrar, and Athletics.

NDA is the only all-girls faith-based urban college-preparatory school in the heart of the Commonwealth, centrally located on 13 green acres in Worcester, Massachusetts, the state's second largest city. NDA is adjacent to an array of community anchor institutions, colleges and universities. This proximity uniquely positions students to experience their growth while having choice and access for authentic real -world opportunities, transformations, service through leadership, partnerships and academic excellence/engagement. These opportunities position every NDA student at the intersections of deeper learning, social and emotional essential skills and competencies, and purposeful service within Worcester's vibrant community culture, development and expansion. High impact academics and authentic site-based learning opportunities are key differentiators/unique to the enduring NDA experience.



**Carney  
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& ASSOCIATES

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Our educational philosophy at Notre Dame Academy (NDA) is rooted in the hallmarks.

1. We proclaim by our lives even more than by our words that God is good.
2. We honor the dignity and sacredness of each person.
3. We educate for and act on behalf of justice and peace in the world.
4. We commit ourselves to community service.
5. We embrace the gift of diversity.
6. We create community among those with whom we work and with those we serve.
7. We develop holistic learning communities which educate for life.

We seek an assistant principal whose leadership models the growth mindset and one who will engage within the NDA Catholic community confidently, boldly and compassionately. The candidate must ensure that every NDA student will be enlivened with a spirit that inspires them to act with integrity, serve with compassion, and be diligent in their academic pursuits.

Student life in our classrooms in conjunction with co-curricular activities are critical elements of each NDA student's personal trajectory and transformative educational experience. The Assistant Principal is a mission-centric member of the NDA educational leadership team and will seek to consistently develop a student life culture rooted in the vision and values of an inclusive, Catholic, Sisters of Notre Dame de Namur sponsored School. This position is responsible for student life as well as consistent and equitable enforcement of the policies published in the Student-Family Handbook and is responsible for annual edits and updates of all Student Handbooks and to ensure that all student related publications on the website are accurate and inclusive. The Assistant Principal must possess a demonstrated ability to partner with constituents on and off-campus to live out the school's call to educate the whole person, ensuring academic, social, and emotional success.



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## **Essential Duties and Responsibilities**

### Mission and Leadership

- Support NDA Catholic identity
- Collaborate with principal as a thought partner.
- Build strong relationships with students, faculty, staff, and families.
- Participate fully in all aspects of school life.

### Operational

- Apply consistent standards of expectation in relation to student behavior, attendance, punctuality, and dress code
- Support student safety initiatives
- Manage student issues as referred by faculty and staff
- Provide an orderly, controlled environment in which learning can take place in a school climate that is supportive and reflects the values of Notre Dame Academy.
- Revise the student handbook as needed.
- Design orientation program for new faculty
- Coordinate student and faculty assemblies/programming.
- Supervise the maintenance of the school's attendance and disciplinary records.

### Faculty

- Build trusting relationships with faculty and staff, identifying their needs and strengths, and supporting their work.
- Observe, supervise, and evaluate the faculty.
- Keep abreast of current educational changes locally, nationally, and internationally in best practices.
- Collaborate with teachers in matters of classroom management, teaching methods, and general school procedures.



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### Students

- Lead the formulation and implementation of all policies related to student management.
- Coordinate, develop, analyze, and evaluate student programs, curriculum, and scheduling.
- Ensure that the student code of behavior is enforced and take responsibility for serious student behavior matters.
- Oversee all co-curricular activities.
- Attend co-curricular and athletic events outside of normal school hours.
- Supervise all co-curricular advisors.

### Other Duties and Responsibilities

- Perform other duties as assigned by the principal.
- Serve on the educational leadership team.
- Collaborate with the planning and presentation of school assemblies and liturgies.

## **Qualifications**

- Master's degree in education or school administration.
- Minimum of 5 years of proven success of Catholic educational leadership experience.
- Middle School-High School teaching experience preferred.
- Active participation in the Catholic Faith

## **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 to John Faubert ([jpf@carneysandoe.com](mailto:jpf@carneysandoe.com)) and Namita Bhattacharya ([namita@carneysandoe.com](mailto:namita@carneysandoe.com)). **Please do not contact the school directly.**



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