



# EXECUTIVE DIRECTOR OF ACADEMICS/ PRINCIPAL

October 11, 2018

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## CLIENT BACKGROUND

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Founded in 1873 by the School Sisters of Notre Dame, a teaching order from Germany, Notre Dame Preparatory School is one of Baltimore's oldest Catholic, college preparatory schools for girls.

The school's original mission, to foster academic excellence, spiritual growth and practice of social justice in its students, has inspired more than 6,000 living alumnae and continues to inspire the approximately 800 girls currently enrolled in grades 6-12.

Notre Dame Preparatory School (NDP), an independent, Catholic school for girls in grades 6-12 in Towson, Maryland.

**Position Title:** Executive Director of Academics/ Principal

**Reports to:** Headmistress

**Direct Reports:** Upper Level Director and Middle Level Director, (10) Department heads (dual report to UL and ML Directors); Athletic Director and Inclusivity Director.

## SUMMARY

NDP is seeking an experienced Catholic education administrator to direct its academic program. Reporting to the Headmistress, NDP's Executive Director is the primary visionary leader of the academic program. [She/He] is responsible for the educational activities of the school and for helping to foster the Catholic identity of NDP. The Executive Director ensures that the academic quality, religious tone, and development of the students correspond with the mission and philosophy of Notre Dame Preparatory School. The Executive Director is also responsible for the school's academic and academic-related internal operations.

# Responsibilities

- Demonstrate and execute vision and accountability on matters related to Notre Dame Prep's Grades 6-12 educational program; ensure curriculum is based on national standards and on current and future trends;
- Oversee curriculum and program development; benchmark NDP's academic programs especially its exemplary liberal arts core and complementary signature STEAM and Humanities Programs; Coordinates with Academic Council;
- Provide oversight on the continued progress and success of the school's internal strategic plan, which uses the Middle States Association's Sustaining Excellence protocol;
- Inspire and motivate faculty and students to excel in all academic areas of the school in keeping with the school mission; manages faculty evaluation process with recommendations for renewal or termination of employment;
- Manages recruiting process of new faculty to be recommended to Headmistress for employment;
- Oversee the development and execution of internal professional development opportunities for faculty; oversee external Professional Development opportunities/tuition reimbursement for faculty;
- Build relationships with higher education institutions and businesses where appropriate to advance NDP's programs;
- Attend Board of Trustees meetings; serve as staff liaison to the Educational and Technology Committees of the Board of Trustees; serve as a member of the Admissions Committee, and Headmistress Council;
- Work with the Athletic Director to ensure a vibrant athletics program at both the Middle and Upper Levels;
- Meet regularly with her/his direct reports, as well as oversee the planning of regularly scheduled faculty/staff meetings with the Middle and Upper Level Directors;
- Ensure the maintenance of faculty personnel records;
- Determine and monitor all regulations governing academic activities and student life;
- Foster professionalism, collegiality and ethical conduct within the faculty; build and foster positive morale among all faculty; and
- Perform other administrative duties pertaining to her/his position as may be assigned by the Headmistress.

# Requirements

- 5 years of successful experience in academic leadership, preferably at the secondary school or higher education level
- Embrace the SSND charism and NDP mission
- Ability to engage with all stakeholders, including but not limited to: faculty/staff, students, board members, and parents
- Outstanding leadership, management, collaboration, and multi-tasking skills
- Commitment to 21st-century learning and awareness of current trends affecting education
- Member of the Catholic Church and have demonstrated support of the teachings of the Catholic Church
- Technology skills as they relate to the position
- Master's degree required

## Other

<b>Salary</b>	○	Commensurate with background, education and experience.
<b>Application Deadline</b>	○	April 1, 2019
<b>For consideration, please email resume to:</b>	○	Arlene McSweeney, Ed.D. Catholic Recruiter Associates <a href="mailto:Arlene@CatholicRecruiter.com">Arlene@CatholicRecruiter.com</a>

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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P.O. Box 967  
Ridgefield, CT 06877  
Phone: (203) 438-8475  
E-mail: [info@catholicrecruiter.com](mailto:info@catholicrecruiter.com)  
Web : [www.catholicrecruiter.com](http://www.catholicrecruiter.com)