

SISTERS ACADEMY OF BALTIMORE PRINCIPAL

Sisters Academy of Baltimore seeks a school Principal to be the educational leader of the school. Reporting to and working closely with the President, the principal works directly with students, faculty, families, and in collaboration with the Graduate Support staff, School Counselor, Athletic Director, ExCel enrichment instructors, and volunteers to manage and supervise the effective delivery of our transformative academic program and co-curricular offerings.

With the support of faculty and program staff, the Principal works to foster the holistic development of students in accordance with our Mission, that of the NativityMiguel schools, and in alignment with the charisms of our four founding congregations of religious sisters: School Sisters of Notre Dame, Sisters of Mercy, Sisters of Notre Dame de Namur, and Sisters of Bon Secours.

The next Principal of Sisters Academy will spearhead the implementation of our relevant and rigorous, 21st Century curriculum, strengthen students' academic preparation for high school, guide the expansion of mental health and counseling services with today's young woman in mind, engage our families in the life of the school, recruit and retain talented faculty with diverse perspectives, and manage an admission process that consistently yields full enrollment of the most promising students from our region.

MISSION

Sisters Academy of Baltimore, a faith-based, community-centered middle school, educates girls of different races, ethnic groups, and religions from underserved communities, particularly those in southwest Baltimore. The Academy empowers its students to reach their fullest potential and to become agents of transformation in their families, communities, and society. Our vision is that our graduates will be well-educated, self-assured, spiritual, and committed young women who apply their gifts in careers that reflect their God-given purpose.

Founded in 2004, Sisters Academy is the only school of its kind in the Baltimore area: a private, faith-based, tuition-free middle school for girls. All students admitted to the school receive full, four-year scholarships thanks to the generosity of our community of donors and partner organizations. Our school is a part of the NativityMiguel family of schools. Learn more about the NativityMiguel model: <https://www.nativitymiguel.org/what-we-do>

SUMMARY OF POSITION

The Principal is the educational leader of the school, managing all operational aspects as they pertain to the students and the academic program. The Principal manages all daily school activities, coordinates an effective curriculum, manages all faculty and staff related to the program, and ensures a safe and productive student learning environment. The Principal

works collaboratively with other administrators to advance Sisters Academy's mission for the betterment of our students.

The Principal and President work closely together to ensure the success of the school in accordance with the charisms of our founding congregations of religious women.

The Principal is the primary liaison between the families of current students and the school. The Principal communicates directly with families and facilitates active parent engagement in school life.

RESPONSIBILITIES

Academic Program

The Principal directs all aspects of the academic program with primary responsibility for the curriculum, faculty, families, students, discipline, and implementing the NativityMiguel model of education and the mission of Sisters Academy. The Principal:

- establishes and works closely with parents/guardians of Sisters Academy students.
- infuses all aspects of the academic program with the spirituality of the four Congregations.
- establishes yearly school goals and student performance metrics.
- prepares and communicates school calendar.
- prepares and organizes faculty professional development.
- serves, evaluates, recruits, mentors and supports all faculty (including ExCel enrichment instructors) and program-related staff.
- oversees the administering of all standardized testing, analyzes data, and utilizes information for curriculum decisions.
- represents school at appropriate organizations, events and meetings as determined necessary.
- develops, coordinates, and executes all aspects of the extended-day, extended year model, including all aspects of the mandatory Summer Program and all aspects of the Extended Day Program.
 - Volunteers & tutors
 - Clubs & activities
 - Field trips and off-campus activities
 - Sports and athletic teams, practices and competitions
 - Any additional opportunities benefiting the growth and enrichment of the students

Faculty

The Principal supervises teaching staff throughout the school year. The Principal:

- recruits teachers
- coordinates and implements orientation and for new faculty and program staff

- conducts regular classroom visits and provides teacher evaluations for growth and development as well as an annual summative report.
- oversees curriculum and instruction with particular attention to lesson planning
- helps implement diverse instructional strategies.
- oversees integration of technology.
- designs effective and restorative classroom management strategies.
- prepares teaching schedules and other ancillary teacher duties.
- reviews and updates Employee Handbook and Student/Family Handbook as necessary.
- convenes regular faculty meetings.
- plans the annual retreat for faculty and staff.
- works with human resources to comply with legal hiring practices for new faculty and program staff.

Families, Parents & Guardians

The Principal will serve as the primary contact for all families of current students and will

- foster positive interaction and work closely with families, parents and guardians of current students.
- support leadership activities of the Home and School Association.
- meet with families at progress report and report card distribution periods, as necessary.
- inform families of school events with a weekly update.
- provide families with an evaluation of student progress written by teachers.
- create and distribute mid-trimester progress reports for each student.
- create and distribute trimester progress reports for each student.
- keep accurate records of all student reports, including but not limited to grades, discipline and attendance.
- prepare end of year written evaluation of current students with invitation to return or dismissal along with goals for following year.
- devise and deliver weekly Gathering –grade-level and all-school assemblies.
- prepare, plan, and lead the 8th grade graduation ceremony.

Students

The Principal ensures students' safety and oversees all aspects of each student's academic program and personal development by

- establishing and overseeing policy for protection of children and youth in compliance with the guidelines of the Archdiocese of Baltimore and State of Maryland.
- supervising academic performance of students.
- creating and implementing a curriculum that supports student growth, achievement, and preparation for high school.
- creating, implementing, and evaluating student behavior guidelines and

incentive programs.

- working collaboratively with the President to carry through a restorative disciplinary Approach.
- leading the student admission decision process.
- working collaboratively with the Graduate Support staff regarding high school placement opportunities and decisions.

Admissions

The Principal is the lead in admissions by effectively instituting policies, processes and procedures and delegating them appropriately. The successful candidate will work with our Communications, Marketing, and Recruitment Manager to ensure that the school remains fully enrolled and that all students appropriately qualify for a Sisters Academy education.

External Representation

The Principal will represent Sisters Academy at certain professional conferences and events for partner organizations. This includes any external meetings or events that are beneficial for the school and include all reporting and communication requirements as determined by each organization.

QUALIFICATIONS

Education: Master's degree in education or school administration from an accredited institution

Experience: Minimum of 7 years of experience as a teacher or other instructional role required. Additional administrative experience or equivalent preferred. Middle school experience preferred. Girls' school experience preferred.

Specific Skills: Proven success working collaboratively in a leadership capacity, strong written and oral communication skills, strategic vision and capacity while balancing operational needs, and problem-solving skills required

Commitment to Faith: Is able to communicate the value of our inclusive, faith-based education in the Catholic tradition to families from different faith backgrounds

REQUIREMENTS

- Ability to manage multiple tasks at one time
- Ability to delegate appropriate tasks and activities as determined
- Highly motivated and self-directed leader
- Experience and competence in working with students and families who are historically underrepresented in independent schools as a result of their ethnic, racial, socio-economic, gender, and religious backgrounds

- Professional attention to detail and commitment to achieving deadlines
- Willingness to approach role and tasks with a commitment to the mission of Sisters Academy
- Strong desire to work as part of a team
- Deep appreciation of and passion for the NativityMiguel style education
- Understanding and knowledge of the AIMS accreditation process
- Passion for students' holistic development: intellectual curiosity, lifelong approach to learning, faith formation, identity development, character building, and commitment to social justice
- Commitment to educational equity, inclusion, belonging, access to resources/opportunities, and the pursuit of academic excellence for all students

COMPENSATION

Sisters Academy offers a full, competitive employee benefits program including:

- HRA/HSA health coverage
- 401K plan with employer match
- Life insurance
- Professional Development
- Paid time-off and holidays

Salary is commensurate with experience: Range \$90,000-\$100,000

APPLICATION PROCESS

Interested candidates may apply by submitting the following materials:

- a cover letter presenting interest in and qualifications for the position
- a current résumé
- a statement of education philosophy (1-2 typed pages, 12pt font)
- the names and contact information of three professional references

Submit application materials electronically to:

Kaliq Simms, President
Sisters Academy of Baltimore
Phone: 410-242-1212

Send to ksimms@sistersacademy.org Email a copy of your application materials to Tori Murrill, Executive Assistant to the President, tmurrill@sistersacademy.org Applications will be reviewed upon receipt.

Sisters Academy will continue to accept applications until the position is filled.

About Sisters Academy of Baltimore

Sisters Academy of Baltimore is in its 20th year of educating girls and young women. The school model is based on the NativityMiguel approach, with an extended school day, extended program year, support of graduates through high school to college/career, and holistic support of students (intellectual, spiritual, emotional, social, and civic)

- 100% of the graduates in our first twelve classes have graduated from high school.
- 90% of our graduates from high school entered college.
- All (100%) of the graduates of the past four years are in high school and 90% of them are in private or selective public high schools.
- We are accredited by the Association of Independent Maryland and D.C. Schools (A.I.M.S.)
- Our school is small by design. Our student-teacher ratio shall not exceed 10:1.
- Our average enrollment is 60-70 students. Maximum total enrollment is 80 students.
- We have 12-15 faculty members—full and part-time.

The school has a clear vision of its mission and goals, an impressive record of student success, committed and experienced personnel, an effective governance structure, a financial plan, and a school improvement plan designed to ensure continued success.

For more information about Sisters Academy of Baltimore, visit www.sistersacademy.org.

Sisters Academy of Baltimore does not discriminate on the basis of race, ethnicity, color, religion, sex, gender identity, marital status, age, disability, handicap, sexual orientation, national origin, genetic information, or any other legally protected classification with respect to employment.