



PRINCIPAL OF GIRLS' DIVISION JOB DESCRIPTION MALDEN CATHOLIC HIGH SCHOOL, MALDEN, MASSACHUSETTS

Malden Catholic High School (MC) is seeking an innovative and energetic leader and team member to help write the next chapter in the school's history, as we harken back to our roots and open Malden Catholic Girls' Division. With research and data supporting the desire for an all-girls education option in the community and surrounding areas, we are committed to this complement to our already well-established Boys' Division. MC's major donors, alumni, and the current administration and faculty are engaged and in full support of this expansion to the school's mission.

MC is excited to be offering a single-gender academic environment, as well as co-ed co-curricular activities and social opportunities for our students outside of school hours. This is a wonderful opportunity for an individual who is excited about single-gender education, who is entrepreneurial, and who has a passion for the mission. The Girls' Division Principal will complement our existing staff and report into the Headmaster, and will help lead the rebirth of all-girls education in this area.

Our target date to have our new Principal on board is by July 1, 2017. Responsibilities will include activities leading up to and including the enrollment of the first class in the fall of 2018.

High-level responsibilities:

- Acting as primary Girls' Division spokesperson to promote and market the school with its already well-established brand in coordination with Malden Catholic's existing External Affairs (admissions/marketing/advancement) Department
- Attracting a talented and diverse student body
- Researching and developing an appropriately designed first year curriculum for the Girls' Division, which will be an extension of the already established Boys' Division curriculum
- Developing extracurricular and athletics programs in conjunction with the Boys' Division existing programs
- Assisting the Headmaster and Director of Plant Operations in the development of physical space to house the Girls' Division
- Overseeing and attending Admission events, including but not limited to: Open House programs, high school fairs, and grade school visits
- Working with Advancement team members to expand on and develop fundraising campaign initiatives
- Assisting in select faculty hiring, supervision, evaluation, and staff development



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The ideal candidate will be:

- Poised and have a dynamic personality with the ability to promote the school and address questions about the new entity
- Able to demonstrate past leadership in the creation of an educational environment
- Excited to articulate the benefits of single gender education
- Compassionate and nurturing -- with a deep heart and a love for educating
- Adept at creating a sense of community
- A clear communicator with a creative mind
- A person of faith who supports and values Catholic education

Requirements:

- 10+ years successful teaching and administrative responsibility in a Catholic, private or public school setting
- Master's degree
- Administration certification a plus (but not required)
- An ability to speak Spanish is a plus
- Year-round position with evening and weekend work required during peak recruitment periods

ABOUT MALDEN CATHOLIC

Since 1932, Malden Catholic, a Xaverian Brothers sponsored school, has established itself as a private, college-preparatory high school for boys. Located less than 10 miles north of Boston, MC serves a diverse group of students from 42 surrounding towns. In fall of 2018, MC will be opening its doors to serve girls and will establish itself as a co-divisional Catholic school offering single-gender education to nearly 700 students. Malden Catholic will be harkening back to our roots, as for nearly 60 years, Malden Catholic had a successful sister school (Girls Catholic) serving girls in the area into the 1990s. MC recently concluded a highly successful \$20 million capital campaign and is planning a \$7.5 million renovation to house the Girls' Division.

COMPENSATION DETAILS

Highly competitive compensation package (salary range between 120-140k) plus benefits



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APPLICATION INSTRUCTIONS

Please include the following to support your candidacy for the position:

- Cover letter
- Current resume
- Statement of Educational Philosophy

* Interested applicants should **email** the above referenced materials **by February 20th, 2017** to:

email: [hiring@maldencatholic.org](mailto: hiring@maldencatholic.org)

Gail B. Blandford

Recruiting Consultant

Malden Catholic High School

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* All applicants will be treated with confidentiality and discretion.