



Nativity Preparatory School of Wilmington PRINCIPAL

Full Time – Exempt, Reporting to President

OVERVIEW

About Nativity Prep of Wilmington

Nativity Preparatory School of Wilmington is a tuition-free Catholic middle school for boys. Guided by the example of Saint Francis de Sales, it strives to educate students, regardless of faith, to maximize their God given potential. Nativity empowers them to earn acceptance and achieve success in a college preparatory school through a rigorous holistic education.

Nativity Prep is finishing the school's 18th year of educating young men of Wilmington. Graduates of the school have matriculated twenty-one (21) high schools in the region while boasting a 99% graduation rate from those schools. Our graduates succeed academically, athletically and socially due to the foundation they received at Nativity Prep. The school is a Nativity Miguel Model school, with an extended-day, extended-year model while providing holistic support for the students.

The next Principal of Nativity Prep will have a high focus on strengthening the academic rigor of the curriculum, guiding the expansion of mental health & counseling services and continuing the transition to community out of the pandemic.

Summary of Position

The Principal is the educational leader of the school, managing all operational aspects as they pertain to the academic program. The Principal manages all daily school activities, coordinates 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 Nativity Prep's mission for the betterment of the students. The Principal and President work closely to ensure the success of the school and in collaboration creates the formation of the faculty and staff in the Charasm of the Oblates of St. Francis de Sales.

RESPONSIBILITES

Academic Program

Directs all aspects of the Academic Program with primary responsibility for curriculum, faculty, families, students, discipline, and implementing the Nativity Model of education.

- Establishes and works closely with Parents
- Infuses all aspects of the academic program with the spirituality of St. Francis de Sales
- Establishes yearly school goals and student performance metrics
- Prepares and communicates school calendar
- Prepares and organizes faculty professional development

- Observes, evaluates, recruits, mentors and supports all faculty (Master & Resident Teachers) and program related staff
- Administers 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
 - All aspects of Extended Day Program, including:
 - 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 (Master & Resident Teachers)

Supervises all aspects of the Master Teachers and Resident Teachers throughout the school year, including:

- Recruits Resident and Master Teachers
- Coordinates and implements annual detailed orientation for 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 classroom management strategies
- Prepares teaching schedules and other ancillary teacher duties
- Reviews and updates Employee Handbook and Student/Family Handbook as necessary
- Holds regular faculty meetings
- Plans 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 is the primary contact for all families and parents of current students at Nativity Prep and will:

- Fosters positive interaction and works closely with Families, Parents and Guardians of current students
- Supports leadership activities of the Home and School Association
- Meets with Families, Parents and Guardians at progress reports and report card distribution as necessary
- Informs Families, Parents and Guardians of school events with a weekly update
- Responsible for providing Families, Parents and Guardians with an evaluation of student progress
- Creates and distributes mid-quarter progress reports for each student
- Creates and distributes quarterly report cards for each student

- Keeps accurate records of all student reports, including but not limited to grades, discipline and attendance
- Prepares end of year written evaluation of current students with invitation to return or dismissal along with goals for following year
- Devises and delivers quarterly honors assembly
- Prepares, plans and leads graduation ceremony

Students

The Principal oversees all aspects of student health & safety and academic & spiritual growth:

- Establishes and oversees policy for protection of children and youth in conformity with guidelines of Diocese and State of Delaware
- Responsible for supervision of the academic performance of students
- Creation and implementation of curriculum to support student growth, achievement and preparation for high school
- Creation, implementation and evaluation of student behavior guidelines and incentive programs
- Working collaboratively with President on student discipline as needed, including but not limited to dismissal
- Lead for student retention decisions
- Works collaboratively with the Graduate Support Director 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 ensure that the school remains fully enrolled and that all students appropriately qualify for a Nativity Prep education.

External Representation

The Principal will represent Nativity Prep at the following 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.

- Catholic Diocese of Wilmington, Office of Education
- Delaware State Board of Education
- Middle States Association
- National Catholic Education Association
- Notre Dame Mission Volunteers / Americorps
- NativityMiguel Coalition
- Nativity Board of Trustees and assigned committees
- Other organizations or events as deemed necessary

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

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: Embraces Catholicism and is able to communicate the value of a Catholic education 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 learner with a “whatever it takes” attitude
- Sensitivity around the ethnic, racial, socio-economic and religious backgrounds of students and families
- Professional attention to detail and commitment to achieving deadlines
- Willing to approach role and tasks with a commitment to the mission of Nativity Prep and with a Salesian spirit
- Strong desire to work as part of a team
- Demonstrate a deep appreciation of and passion for the unique faith-based mission of Nativity
- Understanding and knowledge of Middle States Accreditation process
- Passion for students, faith formation, community building, character development, commitment to social justice and educational equality, learning and excellence

COMPENSATION

Nativity Prep currently offers a full, competitive employee benefits program including:

- Medical, dental & vision insurance
- Simple IRA Plan
- Long-Term Disability Insurance
- Salary Continuance for Short-Term Disability needs
- Group Life insurance
- Professional Development
- Paid time-off and holidays

Salary is commensurate with experience.

APPLICANTS

Qualified applicants should submit the following documents:

- Current resume or CV
- Cover letter
- Educational philosophy
- List of three (3) references

All documents should be sent via email to bray@nativitywilmington.org
