



# Career Opportunity: Principal

## Beginning in July of 2019



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**Vision:** Empowered leaders, inspired by the Gospel, transforming the world.

**Mission:** To educate hearts and minds in a dynamic, inclusive Catholic school community rooted in the Holy Cross tradition.

## **Bishop McNamara High School at a Glance**

**Enrollment 2018-2019:** 870

**Student Body:**

73% African-American

0.5% Asian/Filipino

6% European-American

2% Hispanic/Latino

0.5% Native American

1% Native Hawaiian/Pacific Islander

13% Multiracial

4% Declined to State

**Faculty:**

84 full-time faculty with an average of 12 years teaching experience; 8 years at BMHS

56% with advanced degrees

**Student to Teacher Ratio:** 10:1

**Average Class Size:** 22

**Financial Aid:** \$2.2 million in tuition assistance

**Tuition and Fees:** \$16,070

### **The Principal Position**

Bishop McNamara High School's highly effective Principal is returning to a position in his hometown, opening the search for a high-performing Principal committed to visionary and innovative leadership and high standards and expectations who possesses a drive to work in a diverse, multicultural school. Governed by a Board of Directors, Bishop McNamara utilizes the President-Principal Model of administration, and enjoys an exceptionally experienced administrative team. The Principal works in partnership with the President and reports directly to him. Candidates for the position shall have demonstrated abilities to lead, empower and coach teachers and students to achieve higher levels of academic excellence and personal growth. A supportive, values-based educational climate characterizes the campus community with a particular emphasis on next generation skills, ubiquitous technology integration and a culture of innovation. Bishop McNamara is highly regarded as a community with a dedicated faculty and staff, inspired students, and supportive parents who are generous with their commitment and involvement.

### **The Principal's Role**

The Principal provides a progressive vision for the school and serves as the day-to-day educational leader and administrator of the campus community. His/her leadership and administration is exercised in a manner consistent with the values, heritage and traditions of the Congregation of Holy Cross, stated goals of the strategic plan, and governing policies set forth by the President and Board of Directors.

The Principal leads, facilitates and delegates responsibilities to members of a leadership team consisting of assistant principals, deans and directors who have been delegated a variety of responsibilities for the daily operations of the school. He/she assists the President in maintaining effective, school-wide communications, and supports the school's admissions, marketing, public relations and advancement programs.

### **The Philosophy of Education**

The fulfillment of the mission as Holy Cross educators is facilitated through the partnership between the family and school community. The knowledge, skills, and values taught to and embraced by students help them shape their future and the world. Bishop McNamara High School enters into a partnership with the family and provides opportunities and guidance to higher levels of spiritual, social and academic development. This partnership is given meaning through the legacy and values established by Blessed Basil Moreau, founder of the Congregation of Holy Cross. This partnership is enhanced by the spirit, vision, and collaboration shared among the entire school community and the Archdiocese of Washington.

A Bishop McNamara High School education facilitates the formation of qualities such as integrity, justice, stewardship, love, compassion, and hope. The school aims to educate students to become people of values as well as scholars. By cultivating heart and mind, students become responsible citizens and a positive force in the transformation of our global community.

As a community of faith, the school believes a Holy Cross education is centered in Christian values and adheres to high standards and expectations for individual achievement and social responsibility. Lived experiences such as prayer, liturgical celebrations, retreats, and community service give witness to the Catholic faith in the Holy Cross tradition. These experiences nurture dignity and respect for religious and cultural diversity.

Through our college-preparatory curriculum, students become life-long learners and effective communicators. We evaluate the emerging needs of our students and develop innovative strategies for instruction. We offer 40 Honors and Advanced Placement courses, as well as an extensive list of co-curricular activities and athletics programs. Our inclusive, innovative and personalized approach encourages our students to find their voice and prepares them to confidently take on college and the world.

Our commitment to outstanding achievement ensures that students become knowledgeable and skillful in areas of moral and ethical decision making, critical thinking, communication, creativity, collaboration, accountability, technology and adaptability. Co-curricular programs enhance the academic and spiritual dimensions of the school by providing formative activities that foster community, leadership, creativity, and sportsmanship. These learning experiences are achieved in a safe, caring educational environment facilitated by a professional and dedicated faculty and staff .

Bishop McNamara High School, built adjacent to Mount Calvary Catholic Church in Forestville, Maryland, thrives today as a result of Msgr. Peter Paul Rakowski's vision to build Catholic high schools, one for boys and one for girls, in southern Prince George's County.

In 1962, Patrick A. O'Boyle, Archbishop of Washington, D.C., extended an invitation to the Brothers of Holy Cross, (members of the Congregation of Holy Cross), an association of Catholic religious brothers and priests founded in 1837 by Blessed Basil Moreau to make God known, loved, and served), to administer and staff the new high school for boys. The Brothers of Holy Cross called the new institution Bishop McNamara High School to honor the legacy of Auxiliary Bishop and Vicar General of the Archdiocese of Washington, D.C., John M. McNamara, who at the time of his death in 1960 had ordained more priests than any other Bishop still living in the United States,

In 1964, Bishop McNamara High School admitted its first classes of 334 boys (freshmen and sophomores) staffed by ten Holy Cross Brothers and two lay teachers. These individuals set the course for these boys to develop into young men of character.

Two years earlier, Cardinal O'Boyle asked the Bernardine Franciscan Sisters, a Catholic women's religious order founded in the latter part of the nineteenth century who answer God's call by following in the footsteps of Francis and Clare of Assisi, to administer and staff a high school for girls in the same area. La Reine High School, established in nearby Suitland, Maryland, was the result of this inspiring call to action and the School opened its doors in 1960 admitting 130 freshman girls, adding a class each year.

Over the next 32 years, La Reine High School pursued excellence and received numerous honors in academics, art and design, and athletics. The School's crowning achievement came in 1985 as La Reine High School was named a Blue Ribbon School of Excellence by the Council of Private Education, one of only 65 schools nationwide to be so honored. In 1991, La Reine High School announced its closing, and Bishop McNamara pledged its future to embrace a co-educational mission of secondary education. In 1992, the first women from La Reine High School entered the halls of Bishop McNamara. The legacy of La Reine High School and the charism of the Bernardine Franciscan Sisters as educators in the faith presently lives on in the memory and future vision of Bishop McNamara High School.

Bishop McNamara High School today promotes a co-educational Catholic liberal arts curriculum rooted in the Holy Cross tradition that seeks the "harmonious development of the whole person," which was the challenge given at the School's founding in 1964 by Brother Ephraim O'Dwyer, C.S.C., then Provincial of the Brothers of Holy Cross, Eastern Province. This challenge echoes the educational philosophy established more than 180 years ago by Blessed Basil Moreau who stated in his defining work Christian Education, "We shall always place education side by side with instruction, the mind will not be cultivated at the expense of the heart."

Bishop McNamara High School educates the "hearts and minds" of close to 900 students from nine different counties in the Washington Metropolitan region in a dynamic, inclusive Catholic school community rooted in the Holy Cross tradition. The School remains devoted to its four pillars - Being Family, Building Respect, Educating Hearts and Minds, and Bringing Hope - as we prepare students "to think with Christ," which was Bishop John M. McNamara's ecclesiastical motto. Through the shared conviction among all members of our community that "the cross is our only hope," we strive to be men and women with hope to bring preparing the world for better times than these.

### **The Position**

Reporting directly to the President, the Principal oversees the daily operations of the school and is the spiritual and educational leader. The primary responsibility of the Principal is to foster a school environment compatible with the philosophy and spirit of a Catholic, Holy Cross education. In addition, the Principal upholds the highest academic standards through curricular and instructional leadership, supports all learners, and promotes the positive image of the school to local schools, parishes and the community at large. The Principal directly supervises all school faculty, the Assistant Principal, Deans, Directors, and other school employees as appropriate.

### **Mission and Philosophy**

- Actively fosters the Catholic, Holy Cross identity of the school by promoting Catholic values and service, and by nurturing faith formation and spirituality of faculty, staff and students;
- Promotes the integration of the history, values and philosophy of the Holy Cross charisms into curricular and co-curricular activities and the overall culture of Moreau Catholic;
- Ensures the importance and integrity of Bishop McNamara's Catholic identity, and its sponsorship by the Congregation of Holy Cross, and communicates them effectively through school publications and gatherings.

### **Organizational Leadership**

- Serves as an appointed, non-voting member of the Board of Directors and its committees as requested by the President
- Serves as a liaison between the faculty and staff, and the Office of the President, meeting regularly with the President;

- Implements and encourages collaborative planning and leadership at all levels of the school organization;
- Collaboratively leads others through long-term, strategic planning;
- Oversees the Middle States Association of Colleges and Schools and AIMS ongoing accreditation process;
- In coordination with the President, oversees the Administrative Team;
- Establishes an organizational structure through which working relationships, lines of accountability and responsibility, and clear communication channels are clearly defined;
- Contributes to the building of positive morale among faculty, staff and students;
- Manages and resolves conflicts and crises promptly and effectively;
- Models integrity and promotes high ethical and professional standards in all interactions with the stakeholders in the school.

### **Instructional Program**

- Approves the overall policies and practices for recruitment and hiring of faculty and staff;
- Provides and directs resources for the hiring, supervision and retention of qualified personnel; • Establishes among faculty and staff a clear protocol for professional accountability;
- Ensures that a program of orientation for new teachers and staff is implemented annually, which includes an orientation to the values and philosophy of Holy Cross;
- Ensures that there are regular in-service programs for faculty;
- Encourages and enables faculty to pursue professional development opportunities;
- Guides the development and implementation of the curriculum;
- Encourages effective teaching based on current educational research and improved student learning results;
- Oversees the creation of the master teaching schedule, special teacher assignments, school calendar and the scheduling of special events;
- In coordination with the Assistant Dean, oversees the leadership of the Academic Board comprised of all department chairs.

### **Students**

- Engages actively with parents, students and, as appropriate, with faculty and staff in serious disciplinary and dismissal actions;
- Monitors student progress in the academic program as well as in co-curricular activities;
- Recognizes and honors exemplary student achievement;
- Maintains a visible presence at school and at school-related events and activities.

### **Public Relations**

- Promotes the image and reputation of Bishop McNamara High School in the Washington Metro area and beyond;
- In coordination with the President, participates in annual activities coordinated and sponsored by the Congregation of Holy Cross;
- Fosters cooperation and communications with local schools and agencies, especially Catholic schools, parishes and the community;
- Communicates as appropriate with the Superintendent of Schools for the Archdiocese of Washington and her representatives with the Catholic Schools Office, with the National Catholic Educational Association (NCEA) offices, with the Maryland State Department of Education, and with other offices and agencies;

- Maintains collegial relationships with the principals of the other Holy Cross sponsored high schools, the Catholic high schools in the Archdiocese of Washington, and the high schools in the Washington Catholic Athletic Conference.

### **Traits and Characteristics**

The Principal will be a practicing Roman Catholic whose faith is visible and inspiring in daily life and work. S/He will be a collaborative leader with an accessible and approachable style, who demonstrates a willingness to listen to new ideas while offering creative solutions to challenges. The successful candidate will be a coalition builder who creates an inclusive environment conducive to sincere and open communication.

### **Additional Qualifications:**

- Master's degree or doctorate; Maryland (or other state) teaching and administrative credentials;
- Strong knowledge and application of instructional technology;
- A visionary leader with a commitment to innovation in curriculum design and instruction;
- Excellent oral and written communication skills, including public speaking skills;
- Excellent interpersonal skills;
- Demonstrate financial acumen;
- Strong commitment to Catholic education;
- Commitment to ongoing professional growth through reading, classes, workshops, conferences, etc.;
- Knowledge of and a willingness to learn more about the multicultural demographics of the greater Washington Metropolitan area, and of the student body of Bishop McNamara High School;
- Strong commitment to social justice as integral to the mission of a Holy Cross education and the teachings of the Catholic Church.

### **Career Path Leading to This Position**

The successful candidate will be a leader who is an experienced teacher and successful educational administrator, preferably in a Catholic secondary school. S/He should show evidence of accomplishment in the following activities: curriculum development, innovation and implementation; teacher/staff evaluation; faculty/staff development; planning and strategic development; parent and board relations; and student activities management. It is also important that the Principal have a solid understanding of the world of education and a demonstrated capacity for articulating an educational vision that incorporates the best aspects of Catholic education.

### **Timeline**

- » Application deadline: May 10, 2019
- » Finalist visits: May/June, 2019
- » Start date: July 1, 2019