

ASSISTANT HEAD OF SCHOOL SEARCH

SAINT JOSEPH SCHOOL

Needham, Massachusetts

saintjoes.com

Start Date: July 2023



**SAINT
JOSEPH
SCHOOL**



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

We are committed to fulfilling our mission to live out the Gospel values of Jesus Christ by teaching to the heart, soul, and mind of each and every child.

At a Glance



Established
1954



Enrollment
442



Student-teacher ratio
10:1



Cities represented
25



Total faculty
45



Faculty with advanced degrees
~85%



Financial Aid Awarded
for 2022-2023
\$92,430



Students receiving aid
6.5%



Endowment
\$3mm



Overview

Saint Joseph School is a Catholic school that provides a faith-based education to students in preschool to Grade 8. The school offers an educational experience comprised of academic rigor, deep faith, and supportive teachers and staff to approximately 500 students. Students enjoy an inclusive learning environment, are challenged by an advanced and innovative curriculum, and strive to be better than yesterday through their commitment to God and serving their community.

Saint Joseph School seeks a dynamic leader as its next Assistant Head of School. Given the appropriately high expectations of the Saint Joseph community, the next Assistant Head will need to be a person of faith, stature, integrity, and professional accomplishments who can represent the school effectively and credibly with all constituents, internal and external. Authentic servant leadership will be a quality greatly preferred in the next Assistant Head of School.

Opportunities and Challenges

As stated earlier in this document, Saint Joseph's is a premier, preschool-8 coed Catholic school serving approximately 500 students with a profound commitment to its values and traditions. Founded in 1954, Saint Joseph's offers an educational experience comprised of academic rigor, deep faith, and supportive teachers and staff. Students enjoy an inclusive learning environment, are challenged by an advanced and innovative curriculum, and strive to be better than yesterday through their commitment to God and serving their community.

Saint Joseph's is recognized as a flagship school by the Archdiocese of Boston and a model for academic excellence and vision. With a community of faith and learning, the school provides a solid foundation for success in high school and beyond to students from more than 25 communities in Greater Boston. The Assistant Head of School position is a significant, high profile leadership responsibility, and candidates should be mindful of the following opportunities and challenges. The Assistant Head will be asked to:

- Work closely with the Head of School, leadership team, and faculty and staff in creating an inspiring vision for the future, and one that will build on Saint Joseph's reputation as one of the premier schools in the area.



- Support faculty and staff, promote professional development, develop collaborative and student-centered teaching and learning models, and work thoughtfully with students and parents.
- Sustain and enhance the Catholic values of the school through hiring and retaining faculty and staff with an authentic mission mindset while modeling those same values in one's leadership practice.
- Help lead a complex school and foster a high-degree of trust and an enhanced spirit of community among faculty, staff, and parents who have high expectations for teaching and learning.

Qualifications and Personal Attributes

Given the appropriately high expectations of the Saint Joseph community, the next Assistant Head of School will need to be a person of stature, integrity, and professional accomplishments who can represent the school effectively and credibly with all constituents, internal and external. In addition, the Assistant Head will need to demonstrate authentic servant leadership and be a practicing Catholic.

In particular, candidates should be mindful of the following requirements and expectations:

- The next Assistant Head should be a highly relational leader with the ability to cultivate and maintain strong faculty, student, and parental relations. Although substantial leadership experience in Catholic schools will be preferred, as well as academic credentials appropriate to educational leadership, the school is open to practicing Catholic candidates with proven leadership experience in other educational institutions, mission-inspired, high performing schools. The ideal candidate will work effectively with the Head of School, faculty and staff, and the leadership team, build community, communicate around mission and core values, and have experience in teaching and curriculum development.
- Appropriate academic credentials will be required to lead this premier educational institution. This means a masters' degree from an accredited institution along with deep knowledge of best practices in teaching and learning.
- A genuine commitment to the quality of the student experience in all essential facets – academic, spiritual, social, and co-curricular. This will be critically important in maintaining the distinctness of the school.
- The next Assistant Head will need to be a superb communicator, a collaborator, joyful, and be a highly supportive leader.

Learn More

Click on the links below to learn more about Saint Joseph School.

[School Website](#)

[Spiritual Life](#)

[Academic Enrichment](#)

[About Needham, Massachusetts](#)



To Apply

Interested and qualified candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A thoughtful cover letter expressing their interest in this particular position;
- A current résumé;
- A one-page statement of educational or leadership philosophy and/or a writing sample that exemplifies your personal leadership style;
- A list of five professional references with name, phone number, and email address of each (references will not be contacted until or unless a serious mutual interest is established and not without the candidate's permission) to:

Beth Dietz

Consultant

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Charlie Britton

Senior Consultant

charles.britton@carneysandoe.com