



## **DIVINE MERCY ACADEMY HEADMASTER POSITION DESCRIPTION**

Divine Mercy Academy is an independent private day school in the Catholic tradition for children in Kindergarten through Eighth Grade. The evangelization of our children in the fullest form of **Catholicism is central to our mission. We exist to make saints who will carry on and spread the faith as leaders in their generation and inspire generations to come. Our vision is to become a national leader in classical and Catholic excellence.**

### **Our Mission:**

Guided by the wisdom of our Patron, Pope St. John Paul II, Our Mission is to partner with parents in their roles as the primary educators of their children, so as to foster a love for truth, beauty, goodness, and learning by providing students with a foundation of wisdom and virtue, so that they may bear witness to the kingdom of God. We desire to form disciples of Jesus Christ, who are made free to realize their full potential by living joyfully in accordance with the truth revealed by God through nature and the Catholic Church. We do this by providing a challenging and integrated Catholic liberal arts education.

### **The Attributes of a DMA Headmaster:**

- Exemplify and articulate a life of faith in Christ.
- Be a practicing Catholic in good standing with the Catholic Church
- Be joyful
- Have a passion for evangelization
- Be committed to academic excellence.
- Have a proven track record as an educator, ideally in a Catholic school setting (minimum of 4 years teaching is required).
- Have strong leadership abilities and excellent people management skills.
- Have experience in school administration.
- Be passionate about educating children in a Catholic environment, and about the grade/subject to be taught. Experience is preferred but not required. Demonstrate a willingness to be trained in classical educational methods.
- Be in agreement with the philosophy of Divine Mercy Academy as articulated in the Vision Statement.
- Be willing to cooperate with and support the policies of the school administration
- Love working with people
- Have good organizational skills
- Be collegial and collaborative. Be able to identify and work towards a common goal.



- Have excellent classroom management skills.
- Possess superior written and oral communication skills.
- Be willing to work closely with parents in the education of their children.
- Be committed to continuing, life-long learning.
- Possess superior written and oral communication skills.
- Have a minimum of a Bachelor's degree.

**The ideal candidate should:**

- Be knowledgeable about a classical curriculum and a liberal arts education

*Teaching Certification: Not required*

**Summary**

The Board of Directors appoints the Headmaster of Divine Mercy Academy. A collaborative relationship between the Headmaster and the Board is a requirement. The Headmaster of Divine Mercy Academy leads the school in full accordance with its mission and classical philosophy. More specifically, the duties of the Headmaster include: (1) ensuring the maintenance and enrichment of the Catholic faith life of the school (2) ultimate responsibility for curricular decisions which ensure the highest quality educational excellence; (3) to instruct (in a part-time fashion); (4) building up and maintaining excellence in the school culture of student life and discipline; (5) regular parent communications; (6) the final authority on student admissions; (7) ensuring all school operations run smoothly.

**Primary Responsibilities and Duties**

*Excellence in Catholic Faith Life*

- Work with teachers to continuously seek to enrich the faith life of the students to continuously draw them into a relationship with Jesus Christ.
- Ensure the education in and practice of the Catholic Faith remains primary in the mission of the school
- Lead the school in the practice of the faith by setting the standard and upholding it at nothing less than aiming for sainthood.

*Curriculum and Academic Excellence*

- Oversee adherence to and changes to all curriculum to ensure the school deepens its commitment to Classical Liberal education.



- Facilitate standardized testing and track school progress to ensure we are achieving and maintaining academic excellence.
- Maintaining compliance with all state Department of Education licensing requirements.

#### Instruction

- In conjunction with the board, provide input on faculty hiring, evaluation, rehires, terminations.
- Manage background checks and ensure all sexual misconduct and other required training has been completed on time.
- Conduct classroom observations and provide feedback and mentorship to faculty members as part of the evaluation process.
- Ensure teachers are well trained in classical pedagogy.
- Establish the annual master schedule for instructional programs.

#### Student Life and Discipline

- Set school policies through Parent-teacher handbooks and other related documentation.
- Ensure policies are communicated and enforced.
- Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.

#### Parent Communications

- Ensure ample joyful communication - in person and electronic - with parents.
- Meet with parents regarding student discipline and academic issues.

#### Admissions

- Oversee admission of new students based upon school culture fit and space available.
- Oversee transfer student process (curriculum, regulations, forms, financial).
- Oversee and participate in a coherent admissions gameplan to ensure school growth and vibrancy.

#### Other School Operations

- Prepare, gain approval of and manage the annual budget and financial viability of the school.
- Oversee selection and evaluation of vendors (software, textbooks, other services).
- Responsible for maintaining the mission and traditions of the school, and ensuring fidelity to the Magisterium.



- Approve and provide oversight to extra curricular activities and sports programs.

**Applicants should submit:**

- A resume of the relevant training and work experience
- The names and contact information of three former direct-reports and three former supervisors as well as one pastoral reference.
- A cover letter (not exceeding 2 pages) describing your love of the Catholic faith, knowledge of a classical education, and key relevant work experience. The salary is competitive.

**Divine Mercy Academy**  
% Board of Directors  
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