

ST. FRANCIS XAVIER  
PRESCHOOL - GRADE 8



ELEMENTARY SCHOOL  
ACUSHNET, MASSACHUSETTS

*We are inspired by St. Francis Xavier, to GROW in our relationship with JESUS CHRIST,  
to EDUCATE our MINDS and SOULS, and to use FAITH and REASON to guide us, as we live our lives.*

### **Principal Job Description**

for position beginning 1 July 2023

### **Do you want to lead an intentionally Catholic school that proclaims the Truth, Goodness, and Beauty of our Faith?**

St. Francis Xavier Parish and School is in search of a principal to uphold and strengthen our spiritual and academic excellence. As the principal apostolate of St. Francis Xavier Parish, we collaborate with families to offer children a rigorous curriculum that promotes intellectual formation and virtue development, immersed in the teachings of the Catholic faith.

**As our Mission states: We are inspired by St. Francis Xavier to grow in our relationship with Jesus Christ, to educate our minds and souls, and to use faith and reason to guide us as we live our lives.** By the grace of God we are called to strive for personal holiness, participate fully in the vibrant life of the Church's Tradition, and transform the world. St. Francis Xavier School exists to bring children and their families closer to heaven by involving them in our parish-school community.

Established in 1922, St. Francis Xavier School is located in the beautiful rural landscape of Acushnet, MA. The school currently enrolls 244 students preschool through eighth grade under the guidance and instruction of 30 faculty and staff members.

Saint Francis Xavier School operates as a parish school within the Diocese of Fall River, under the Catholic Schools Office (CSO). It is an active member of the National Catholic Education Association (NCEA), has full accreditation by the New England Association of Schools and Colleges, Inc. (NEASC), and uses the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools.

Reporting directly to the Pastor, the Principal is responsible for establishing and operating all aspects of the school while embracing the school and parish's core mission and values.

The position will begin 1 July 2023 and includes responsibilities in the following areas:



*We are inspired by St. Francis Xavier, to GROW in our relationship with JESUS CHRIST,  
to EDUCATE our MINDS and SOULS, and to use FAITH and REASON to guide us, as we live our lives.*

## **Principal Job Description**

for position beginning 1 July 2023

### **Culture**

- Cultivate the spiritual and liturgical culture of the school
- Foster a welcoming, positive environment for faculty, staff, students, and families
- Support our school community in the formation of the whole person
- Encourage and facilitate opportunities for charitable service within the community
- Serve as a model of the faith as an active and practicing Catholic
- Integrate the school into the life of the parish community

### **Academics**

- Uphold academic excellence and achievements
- Ensure compliance with accreditation requirements
- Advance differentiated education in the school

### **Administration**

- Lead, engage, and support all faculty and staff with an intentional approach of servant leadership
- Attract and retain dynamic Catholic educators
- Direct professional growth goals and manage faculty evaluations
- Maintain safety and legal requirements of the Diocese of Fall River
- Manage the finances of the school in conjunction with the School Business Manager
- Supervise the daily running of the school and provide leadership to all students, faculty, and staff

### **Communication**

- Work in tandem with the School Advisory Board
- Establish and maintain effective communication with faculty, staff, families, and students
- Coordinate and enforce school and Diocesan policies
- Actively maintain and grow the enrollment of the school
- Champion fundraising efforts and the establishment of an annual fund

ST. FRANCIS XAVIER  
PRESCHOOL - GRADE 8



ELEMENTARY SCHOOL  
ACUSHNET, MASSACHUSETTS

*We are inspired by St. Francis Xavier, to GROW in our relationship with JESUS CHRIST,  
to EDUCATE our MINDS and SOULS, and to use FAITH and REASON to guide us, as we live our lives.*

### **Principal Job Description**

for position beginning 1 July 2023

### **Required Qualifications:**

- Must be a practicing Catholic in good standing with the Church
- Minimum of 5 years classroom experience
- Master's Degree or equivalent
- Successful experience in school administration
- Salary and compensation will be commensurate with experience and credentials.

### **Application Requirements:**

Interested candidates should email the following to [info@sfxacushnet.com](mailto:info@sfxacushnet.com) to the attention of Fr. Ryan Healy, Pastor, for consideration:

- a current resume
- a letter describing your interest in Catholic education and specifically in working at St. Francis Xavier School

Upon initial review, viable candidates will be contacted to schedule a first round interview (either in person, or remotely) and will be asked to submit:

- [the Diocese of Fall River Faculty/Administrator Application](#) which includes:
  - Official transcripts from college, and if applicable, graduate school.
  - Four signed letters of recommendation as noted in the References section of the application (3 employer, 1 character letter)
  - [Pastor's Recommendation Form or Pastor letter](#)

### **Related Links:**

St. Francis Xavier Parish: <https://www.sfxparish.com/>

St. Francis Xavier School: <https://www.sfxacushnet.com/>

Visit Acushnet: <https://www.acushnet.ma.us/>