



# THE URSULINE SCHOOL

## Principal

July 2018

The Ursuline School is a Catholic, college-preparatory school for approximately 800 young women in grades 6-12 located in New Rochelle, NY. We are part of a network of 15 Ursuline schools in North America and many around the world. The mission of The Ursuline School is to educate, inspire and empower. We prepare young women to be women of faith and integrity, lifelong learners and wise, responsible, global leaders. Following our motto, *Serviam*, "I will serve," Ursuline has been an educational leader for 120 years.

We have initiated a search for our next Principal who will assume leadership in July 2018. We seek a visionary educator whose leadership will ensure the continuation of an excellent academic program and who will promote the mission and values of the school.

The Ursuline School follows a President-Principal governance model. The new Principal will serve a community of approximately 800 students and their families. The Principal leads 94 faculty members and 34 staff members. The administrative team at the school consists of the President, Principal, Assistant Principal for Academics, and Assistant Principal for Student Life.

The Ursuline School is accredited by the New York State Association of Independent Schools (NYSAIS). We are a member of the National Association of Principals of Schools for Girls (NAPSG), National Coalition of Girls' Schools (NCGS), National Catholic Educational Association (NCEA), New York State Association of Independent Schools (NYSAIS), and the National Association of Independent Schools (NAIS).

Ursuline students come from throughout Westchester County and the Bronx as well as from Manhattan and Connecticut, representing a broad diversity of racial, ethnic, religious and socioeconomic backgrounds. We welcome students of all religions.

### **THE POSITION**

The Principal has primary responsibility for the overall operation of the school and must be committed to the mission and philosophy of The Ursuline School. Specifically, the Principal oversees curriculum development relevant to the 21st century and consistent with the school's mission, and is responsible for working closely with faculty and staff in implementing programs. The Principal supports the policies, mandates and vision of the President of The Ursuline School. The new Principal must have an

understanding of organizational dynamics so that appropriate professional structures can be maintained for the cohesive functioning of the academic program and instruction.

The new Principal will lead the faculty in effective discussion and articulation of the pedagogical vision for the school, particularly in the context of the Ursuline mission for education and the nature of today's students. Specifically, the Principal will engage the faculty to define and measure teaching excellence for The Ursuline School, and work collaboratively through the professional development and evaluation program to ensure best practices. Additionally, the Principal will develop appropriate systems and structures (e.g. schedule) to ensure the effective implementation of the programmatic goals and to serve the needs of all students.

Finally, it will be important that the new Principal work in close collaboration with the President to establish a clear vision for Ursuline's programs.

### **PROFESSIONAL QUALITIES**

The next Principal for The Ursuline School should be a student-focused, visionary educator with experience in secondary school administration. In addition to being a skillful manager and a strategic thinker, successful candidates will have the background and competencies that include most or all of the following:

- The ability to embrace and communicate The Ursuline School's mission to inspire and unite teachers, parents, and prospective families.
- A passion for, and leadership experience in, secondary education, particularly in the education of young women, and the willingness to support a culture of learning and high expectations.
- A deep understanding of and experience with faculty supervision and evaluation as well as program design and curriculum development at the secondary level.
- The ability to work closely with an experienced faculty and staff as an instructional leader, to support and facilitate their commitment to academic excellence, while delegating appropriately and ensuring accountability.
- A desire for collaboration and openness that genuinely invites and respects the perspectives and views of others, yet is decisive when required.
- The ability to connect and communicate effectively and frequently with faculty members, administration, parents and students.
- Knowledge of the effective use of technology as a teaching/learning tool as required for the position.
- A willingness to work closely and comfortably with the President, the administrative team, as well as with faculty and staff, to build a true partnership for the school.

- Effective conflict resolution/negotiation skills that include appropriate use of diplomacy and mediation.
- An ability to interface with the media and the general public on matters that extend to the community as a whole.
- A demonstrated ability to lead in crisis situations, whatever form they may take.
- A graduate degree and appropriate administrative experience.

### **PERSONAL QUALITIES**

The new Principal is expected to be a member of the Roman Catholic community, demonstrate commitment to the principles of Catholic education, and respect the history of the Ursulines. We seek a Principal with effective verbal and written communications skills, demonstrated strong leadership, student-centered decision making, teaching excellence and scholarly achievement. We expect that the new Principal would show a desire to become an integral part of both the school and our local community.

### **TO APPLY**

Candidates interested in this position are asked to submit a current resume, cover letter, a brief personal statement with thoughts on leading the school, and one or two letters of reference. Please submit these materials directly to President Eileen Davidson by email at [davidsoe@ursulinenewrochelle.org](mailto:davidsoe@ursulinenewrochelle.org).

The Ursuline School  
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