



CHRISTIAN BROTHERS ACADEMY IS SEEKING A QUALIFIED AND ENTHUSIASTIC INDIVIDUAL FOR THE POSITION OF **PRINCIPAL**, BEGINNING JULY 1, 2022.

The Principal serves as the Chief Academic & Operating Officer of CBA and as such, oversees all daily operations. These duties are to be aligned with the framework of CBA's Lasallian Catholic mission, values, policies and practices, which are informed by the tradition of St. John Baptist de La Salle, and established by the school President and CBA Board of Trustees. The Principal's key role is to develop and implement educational plans to fulfill the school's mission.

The school Principal is the instructional leader; responsible for managing the policies, regulations, and procedures to ensure that all students receive a quality Catholic education taught in a Lasallian tradition. He or she is responsible for overseeing performance of faculty and staff and supervising other administrators in the operation of the school.

Responsibilities include, but are not limited to:

- formation and review of curricular and co-curricular programs
- supervision of the instructional programs of CBA, evaluating lesson plans and observing classes to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- personnel management and maintenance of appropriate personnel records
- office operations
- emergency procedures
- ensuring school facilities are safe and appropriately maintained
- ensuring compliance with all laws and civil regulations
- establishing the annual master calendar for school programs, ensuring sequential learning experiences for students consistent with CBA philosophy and mission
- coordinating the annual academic operating budget
- maintaining appropriate school/student records
- setting and supervising effective discipline systems that ensure a fair, consistent manner of discipline and attendance with high standards; consistent with the philosophy, values, and mission of CBA in order to develop students to their full potential
- facilitating effective communication between the school and its stakeholders



Qualifications:

- Master's Degree or higher required, concentration in educational leadership/administration preferred
- School administrative experience; preferably five years or more as principal or assistant/vice principal
- Lasallian Formation of some type is preferred
- A faithful Catholic who can embody the values of Lasallian spirituality and mission

To apply for the position of Principal at Christian Brothers Academy

Applicants should send:

- a resume
- a list of at least four professional references
- cover letter, which includes the applicant's educational and leadership philosophy in a Lasallian school

to Mrs. Joan Foote, Assistant to the President (jfoote@cbalincroftnj.org), by March 15, 2022.

Candidates will be reviewed on a rolling basis as applications are submitted and interviews of qualified applicants with a search committee may begin before the March 15th deadline.

OUR MISSION

LIVING OUT OUR MOTTO OF RELIGIO, MORES AND CULTURA

Christian Brothers Academy is an independent, Lasallian, college-preparatory school providing a contemporary and balanced Catholic education for young men. A rich and rigorous curriculum, programs of spiritual formation, and a broad range of academic, athletic, and cultural activities enable students **to become intellectually mature and morally responsible leaders for the Church and society.**