





# NORWOOD-FONTBONNE ACADEMY

“Desire to fill your daily actions with great love  
as did God’s dearest friends.”

SSJ Maxim 33



## OUR INVITATION

Norwood Fontbonne Academy is seeking a new principal to begin July 2022. This position will work with talented and dedicated faculty, staff, and administrators to provide holistic learning and growth opportunities for our 350 students. Norwood-Fontbonne Academy is focused on teaching our students to become self-directed learners who love each other and our common home, develop a passion for faith formation, are open to growth, seek intellectual competence, and strive for justice.

We invite you to serve with us, grow with us, and lead us in the next chapter of our school’s history.

## THE MISSION

Founded in 1920 by the Sisters of Saint Joseph, Norwood-Fontbonne Academy is a Catholic Independent academy for preschool to eighth grade students. Committed to a strong academic program, Norwood-Fontbonne Academy offers both Montessori and creative interactive education enriched by service learning, outreach, and co-curricular experiences.

Within a faith-filled community, students are challenged to become self-directed persons who live gospel values, enjoy learning, make reflective choices, and treasure themselves, others, and the Earth.



## THE SCHOOL

The Self-Directed Approach to Learning fosters independence and confidence. Norwood-Fontbonne Academy's two educational programs, Montessori and Primary, provide options for parents and their children who work in partnership with the school to identify the best educational path for each student's learning style. Norwood-Fontbonne Academy provides an integrated, self-directed approach to learning that combines academic challenge and abundant opportunities to participate in athletics and the arts with meaningful community service and a spiritual foundation. The Montessori program offers a hands-on, individually paced learning experience in a multi-age classroom environment where the teacher is a facilitator. The Primary program offers an innovative project and theme-based learning experience in a single-age classroom environment with teacher-led activities and lessons. A proven leader in Montessori education for 52 years, Norwood-Fontbonne Academy is one of only six accredited programs in Pennsylvania that offers a Montessori program from ages 3 through grade 3.

Students from both programs merge together into one combined program in the 4th and 5th grade Intermediate Unit which is also departmentalized. Students complete preparation for secondary school in a robust self-contained middle school on the Norwood Campus. Students matriculate at highly competitive Catholic and Independent schools in the Philadelphia region.

An historic and expansive 14-acre campus in the heart of Chestnut Hill provides students with an environment that fosters independence, openness, and active experiences—a physical reflection of the school's strengths. The campus also has unique indoor and outdoor learning spaces that are designed intentionally to support each developmental stage. A diverse and open community of families who are connected by common values provides a welcoming environment that is relational and highly participatory. Inspired by the Sisters of Saint Joseph to be a "genuine presence" and a "dear neighbor," the relationships that are formed and the experiences that are lived leave a lasting impression. From immersive service to unique co-curriculars to intellectual pursuits, students are active and engaged as they learn to be leaders in areas where they are passionate. The depth and breadth of the options offered—65+ co-curriculars, exceptional art, theater, and music programs, STEM lab and digital arts center activities—encourage students to explore their interests and pursue their true potential. Technology is appropriately integrated at every grade level, and presentation and public speaking skills are emphasized starting at an early age. Norwood-Fontbonne provides a 1:1 device program for all students.

### • Fast Facts

### • Strategic Plan: 2020-2025



## SISTERS OF SAINT JOSEPH

As a sponsored work of the Sisters of Saint Joseph, everything at NFA flows from the belief that “all may be one.” The students feel connected—to God, the school, teachers, and peers—which leads to a strong sense of solidarity within the community and a united commitment to serving others. Service learning is an active experience at Norwood-Fontbonne Academy where students gain a deep understanding of service through pre-education, face-to-face interaction, and post-reflection. Integrated with religious education, service learning connects back to the Gospel values, which results in a truly meaningful experience for students. Students are thoughtful and compassionate inside and outside of the classroom, a result of learning to love inclusively from the earliest of ages. With a deep respect for faith, students are not afraid to take risks. They put their faith into action by participating in service, promoting social justice, and being civically engaged.

## PRESIDENT/PRINCIPAL MODEL

Norwood-Fontbonne employs a President/Principal leadership model. In this powerful model, executive functions are aligned around two distinct leadership profiles: the outward-facing entrepreneur and institution-builder (President,) and the inward-facing academician and champion of teaching, learning, student experience and wellness (Principal.)

When done right, this collaborative model allows the President and his team to focus on external affairs and business aspects of the school including fundraising, financial management, HR, facilities and tech operations, along with long-term strategic planning. With these large initiatives cared for, it allows the Principal to focus on the two critical groups that make a school a school: teachers and students. The Principal reports to the President and as such, the President has indirect responsibility for the overall educational program and student experience.



## GENERAL POSITION DESCRIPTION

The Principal is responsible for policies, practices, and procedures to ensure that all students thrive in a safe, inspiring, challenging, Catholic academic environment.

With the President, the Principal is responsible for ensuring that the school's mission is lived out in a vibrant and authentic manner. Specifically, the Principal has oversight of academics, curriculum development, student life (including Athletics) , academic personnel management and performance appraisal, professional development, emergency and safety procedure.

The Principal reports directly to the President and is a member of the Senior Leadership Team which includes the following people: Director of Curriculum and Innovation, Director of Admissions, Director of Business Operations, Director of Institutional Advancement, Director of Mission and Formation, Director of Communications and Marketing, Director of Technology, Director of Facilities, and Director of Athletics.

The next Principal should have experience with Montessori education and/or willingness to pursue deeper study in Montessori.

## QUALITIES AND QUALIFICATIONS

The new Principal will be a dynamic, energetic, engaging leader who facilitates learning, growth, and collaboration both inside and outside the classroom. The new Principal will be a practicing Catholic with a genuine commitment to Catholic education and the mission of the Sisters of Saint Joseph. The Principal will show a willingness to relate well with students, faculty, parents and the larger school community.

The Principal will hold a Master's degree in an education-related discipline or equivalent. The Principal will have a successful background in teaching and leadership in a school setting. The Principal must understand, embrace, and be able to articulate the mission of the Sister of Saint Joseph.

It is important that the Principal create a collaborative, positive and inclusive environment conducive to open communication. The Principal will be open to new ideas and be able to effectively implement policies and programs that further the school's mission and Catholic Identity. The Principal should have or be willing to obtain a Pennsylvania administrator's license.

## CRITICAL AREAS OF FOCUS

- In collaboration with the President and the Director of Mission and Formation lead full implementation of the Diversity, Equity, and Inclusion initiatives for Belonging and Inclusion
- Leadership of the NFA Montessori program including partnership as a lab school with Chestnut Hill College and feasibility planning for an 18-month old toddler program.
- Expansion of the school-wide Outdoor Learning program







## START TIMEFRAME

We seek to have our new Principal in place by July 1, 2022.

## COMPENSATION

This position offers a competitive salary and excellent benefits. We actively welcome all candidates from a wide range of backgrounds who have the skills to lead Norwood-Fontbonne Academy as Principal-regardless of compensation history.





## SEARCH PROCESS

Candidates should submit all application materials as soon as possible. Electronic submission of materials is required. Please send materials in a consolidated PDF format.

Candidates should submit the following documents. All materials should be submitted to [princepalsearch@norfon.org](mailto:princepalsearch@norfon.org)

- Targeted cover letter explaining their interest and qualifications for the position of Principal of Norwood-Fontbonne Academy.
- Current resume
- Brief educational philosophy statement that explains the candidates thoughts on assuming the academic leadership of Norwood-Fontbonne Academy.
- Names, email addresses and telephone numbers for five professional references.