



MALDEN CATHOLIC

The Codivisional High School

Malden Catholic Job Description

Title: Girls Division Leader

Department: Academic Administration

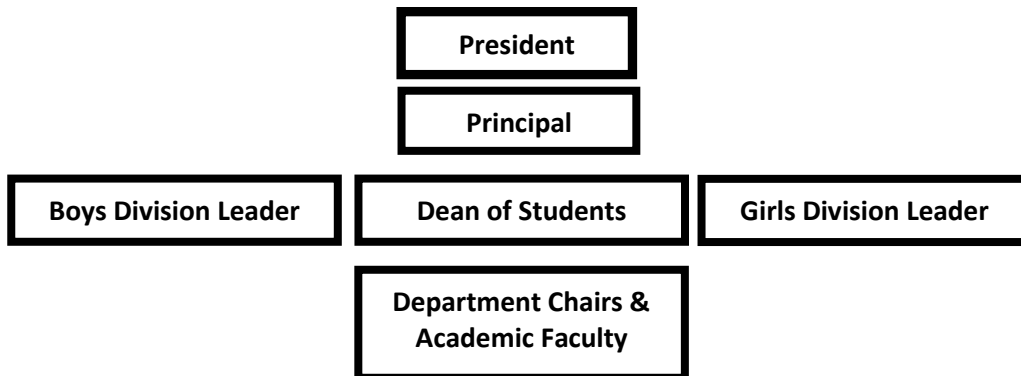
Position: Full Time

Reports To: Principal

Job Summary:

Malden Catholic High School is a Xaverian Brothers Sponsored School (XBSS) seeking a dynamic and energetic educational leader who inspires academic excellence to lead our Girls Division. Moving into the fifth year of its existence, the Malden Catholic Girls Division has become the largest grades 9-12 all-girls program in the State, with an enrollment nearing 400 young women.

Malden Catholic is a *codivisional* school with two academic divisions within one school - the Boys Division and the Girls Division. Division Leaders report to the Principal and are responsible for the students' educational experience in their respective Division.



The Girls Division Leader assures that policies necessary for the daily good of the Division reflect Malden Catholic's philosophy as a Catholic and Xaverian Brothers school. The Girls Division Leader must role model and support Xaverian Values of simplicity, humility, compassion, zeal, and trust. We strive to build inclusive communities that encourage enduring personal relationships. Our Girls Division Leader must embrace this aspect of our Xaverian Charism.

The candidate for this position must possess excellent communication skills and the ability to collaborate with others while building strong teams. Strong interpersonal skills and high emotional intelligence are a must. The position requires leadership that inspires and promotes healthy staff morale and professionalism.

Duties and Responsibilities:

Curriculum

- Oversees all aspects of the academic curriculum, the assessment of student progress, and programming for the Girls Division
- Supervises instruction and evaluates the overall effectiveness of the academic program
- Provides effective decision-making to improve the educational experience for all students

Support of Faculty

- Supervises, supports, evaluates, and coaches all faculty members
- Assists the Principal with faculty improvement plan processes
- Works collaboratively with the Boys Division Leader, Dean of Students, and Department Chairs as part of the faculty evaluation process
- Provides day-to-day leadership, support, and counsel to faculty as needed

Supervision and Support of Students

- Monitors student progress: creates improvement plans when necessary and oversees students on academic and disciplinary probation
- Supports Dean of Students: helps encourage positive student behaviors and remediate negative ones
- Ensures that students are adequately supervised during non-instructional periods, including lunch
- Counsels students when necessary, working closely with the school nurses, school counselors, parents, and teachers
- Provides an orderly school environment and promotes student self-discipline
- Supports and attends extra-curricular activities, including evenings and weekends
- Is available to teach a course in the Division Leader's subject area if needed

Job Requirements

- Teaching experience at the high school level for a minimum of five years
- A Master's degree from an accredited college or university is required
- Proven track record of accomplishment and leadership

Compensation

- Compensation will be commensurate with qualifications and experience, and is benchmarked against similar schools in New England

Contact Information

Those interested in applying should send their resume to Mrs. Jeannine Reardon (reardonj@maldencatholic.org).

Malden Catholic High School is an Equal Opportunity Employer