



# Vice Principal of Academics

SEARCH PROSPECTUS



## NOTRE DAME ACADEMY

HINGHAM, MASSACHUSETTS

[www.ndahingham.com](http://www.ndahingham.com)

START DATE - JULY 2024



## ABOUT

The Sisters of Notre Dame de Namur brought the teachings of Saint Julie Billiart to Boston in 1849, opening the first Boston Academy of Notre Dame on Lancaster Street in the North End. A second Notre Dame Academy followed in 1854 in Roxbury, eventually boasting both an elementary school and a boarding program.

As the city changed, many Boston families moved to the south shore, increasing the need for a Catholic high school for girls in the suburbs. Today, the 68-acre campus draws students from 40 cities and towns, from Boston to Cape Cod. Saint Julie's edict to "teach whatever is necessary to equip the students for life" has expanded to include Mandarin, neuroscience, engineering, and more. A highly competitive athletic program, expansive campus ministry program, and wide-ranging opportunities in the arts and co-curriculars make for a dynamic college preparatory environment.

Every aspect of teaching and learning at NDA is tailored to girls – every class, every program, every team – emboldening girls to take the lead in the classroom, in the lab, on stage, on the field, and in their communities.

### ***Mission***

Notre Dame Academy is a Catholic college-preparatory school sponsored by the Sisters of Notre Dame de Namur. We educate, transform, and empower young women from grades 7 to 12. We are a holistic learning community that cultivates self-motivated life-long learners, critical thinkers, and open-minded leaders to serve local and global communities, and to act for social

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## FAST FACTS



**450**

Empowered young women



**100%**

Students at all-girls schools  
expect to earn a degree

justice. We guide students of all traditions in their personal faith formation and inspire them to see the goodness of God, as we honor the dignity of the individual and care for all creation.

### ***Governance***

Notre Dame Academy is a non-profit charitable corporation organized and existing under the laws of the Commonwealth of Massachusetts sponsored by the Sisters of Notre Dame de Namur. Its Members and Directors govern the Corporation in accord with the laws and teachings of the Roman Catholic Church and the mission and traditions of the Sisters of Notre Dame de Namur.

The Corporate Board consists of five SNDdeN members. The President is a 1980 NDA grad and parent of two alumnae. There is an 18-member Board of Directors.

### ***Strategic Plan***

Notre Dame Academy will complete their New England Association of Schools and Colleges (NEASC) accreditation in April 2024, with the Candidacy Visiting Team's final assessment.

## **SPIRITUALITY, CAMPUS MINISTRY, & COMMUNITY SERVICE**

An integral part of the Notre Dame Academy educational experience is growth in one's relationship with God. All members of the NDA community, especially its students, grow in an understanding that they are created in the image of God and will reflect God's goodness in all that they do. NDA teaches a life skill of theological reflection which means that students examine their choices and decisions in the light of scripture, the teachings of the Catholic Church, and the needs of the world community. \*Open to students of all faiths.

### ***Opportunities for Worship***

Each day begins with prayer written and offered by student leaders. Student leaders also plan community celebrations and participate as ministers in a variety of ways including being a lector, altar server, cross bearer, gift bearer, Eucharistic Minister, cantor, choir member, or reflection speaker.

### ***Campus Ministry***

Campus Ministry is central to the educational experience at Notre Dame Academy. Through community prayer and worship, retreats, reflection, and service opportunities, each young woman grows in the understanding of her faith, her relationship with God and others, and the development of her personal values.

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### ***Christian Service***

As a Sisters of Notre Dame de Namur sponsored school, NDA's mission is to educate and empower the next generation of women to act on behalf of justice and peace in the world. Serving others gives students an opportunity to look beyond themselves, reflect empathy, and broaden their perspectives. All students find a way to participate. There is no set number of hours required for graduation.



### ***Immersion Experiences***

Campus Ministry offers a variety of Immersion Experiences to support students' spiritual development. In recent years NDA students participated in the Social Justice Conference in Washington, D.C., the Respect All Life march and experience in Washington D.C., the Romero Center Ministries in Camden, NJ, and Gospel Road in the greater Boston area.

### ***Retreats***

NDA offers numerous retreat experiences throughout the year. From grades 7-12, each class participates in a themed retreat. Juniors and Seniors selected to be Campus Ministry coordinators participate in a Leadership Retreat.



## **ACADEMIC PROGRAM**

Students follow a rigorous academic program with a curriculum integrated across disciplines. They are encouraged to take risks, nurture their curiosity, and be open to the values and traditions of others.



## FAST FACTS



**95%**

Faculty with advanced degrees

**AP**

**20**

AP courses offered



**15**

Average class size



### ***Cuvilly: Middle School***

Middle school is a tremendous time of change and growth in young women. Cuvilly – named after the birthplace of St. Julie Billiart – celebrates this important stage of development.

The middle school community offers the reassurance that comes from the sense of belonging. Girls feel at home, giving them the freedom to begin the process of self-discovery. They are guided along a path that inspires confidence, builds friendships, emphasizes service to others, and sparks a love of lifelong learning.

All Cuvilly students are encouraged to participate to the fullest in classes, clubs, community service, activities, and teams, building a community that inspires hearts, minds, and voices.

### ***High School***

All high school classes are college preparatory. Honors and Advanced Placement sections are offered in most subject areas. NDA's "Bring Your Own Device" program promotes a blended learning environment and fosters student collaboration and 21st century learning skills.

There is a secure wireless network throughout the school and there are Smart Boards and projectors in every classroom.

To learn more about the academic program please [click here](#).

## FAST FACTS



**100%**

Participation in  
community service



**3**

Weekly opportunities to  
volunteer in local community



**9**

Spiritual retreats  
offered annually

### ***Global Education***

Essential self-discovery happens as students travel, embracing the diversity of the world around them. NDA's global programs inspire students' moral imaginations as they look at their world through the lens of social justice. Students connect with those they meet, gaining a new cultural competency. Travel opens their eyes to what they share with those they meet – and builds empathy as they see where they differ.

Programs include service immersion, academic exchange, and cultural experiences. In 2024, the latter includes opportunities to travel to Italy for Young Women's Leadership (connecting with leaders, student exchange, and cultural immersion), Quebec, and Iceland.

### ***Guidance and Counseling - 6 person department***

The Notre Dame Academy Guidance and College Counseling Staff supports each student in three primary areas – social and emotional support, academic advising, and college counseling.

NDA graduates are confident and compassionate women ready to impress the world.

### **ARTS**

By offering a diverse range of courses and co-curricular activities, NDA aims to encourage and empower students to become bold, creative, and thoughtful artists.

#### ***Performing Arts***

Students are encouraged to join NDA's A Cappella Choir, Festival Choir, or Instrumental Ensemble. Music students perform a winter concert and a spring concert annually.





Additionally, students can participate in the theatre program as a performer, theatre technician, stage manager, or dancer. There are also opportunities to study performance, as well as costume, set, and lighting design.

### **Visual Arts**

In the Visual Arts, students have the opportunity to create two-dimensional and three-dimensional artwork that challenges them to explore, problem solve, and take risks. Courses are available for beginners to advanced artists. NDA offers a number of resources to encourage artistic expression, including a large art room for the creation of 2D and 3D media, a ceramics kiln, the latest version of Adobe Creative Suite, and iPads with Apple pencils for use with the digital drawing software Procreate.

The Laura Guidoboni '10 Gallery provides NDA with a public space to showcase student artwork and to host exhibits by visiting artists. The school celebrates the girls' artistic, creative endeavors at events throughout the year.

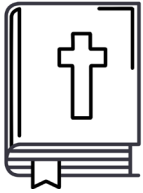
### **ATHLETICS**

NDA offers 19 interscholastic sports including alpine ski, basketball, cheerleading, cross country, dance, diving, field hockey, golf, gymnastics, ice hockey, lacrosse, sailing, soccer, softball, swimming, tennis, winter track, spring track, and volleyball.

A team of 45 coaches oversees 35 different teams including 7th and 8th grade, junior varsity and varsity teams. Teams have won 39 state championships and captured countless conference titles over the years.



## FAST FACTS



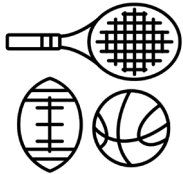
**20**

Masses and prayer services celebrated as a school community



**70+**

Student clubs, performing groups, and athletic teams



**86%**

Students participating in sports



## CLUBS AND ACTIVITIES

Each afternoon, NDA students take part in a wide variety of clubs and activities. Students may find themselves discussing global issues, designing computer code, or using their artistic talents on stage or in the art studio. As many alumnae will attest, new experiences at NDA soon become life-long passions and careers. Students have opportunities to participate in 28 co-curricular offerings.

## THE POSITION

Notre Dame Academy is seeking a Vice Principal of Academics with high energy, a creative spirit, and a passion for empowering young women. Under the supervision of, and in collaboration with the principal or their designee, the Vice Principal of Academics will oversee the academic development and well-being of all students by creating, managing, and executing a program to enrich the student's academic and classroom experience in accordance with the mission of the school and the mission of the Sisters of Notre Dame de Namur.

The ideal candidate will have earned a bachelor's degree in education, or related field although a master's degree or progress toward a Master's degree is preferred.

He/she must have an understanding, commitment, and appreciation for a Catholic, all-girls educational environment and NDA's mission and core values, possess strong interpersonal, collaboration, and communication skills, be highly organized, and exhibit a strong standard of professionalism, accountability, and customer service.



## FAST FACTS

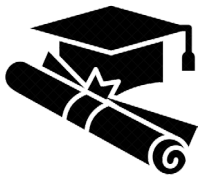


Opportunities for global travel



3

Annual theater performances



100%

Acceptance into 4-year colleges and universities

## COMPONENTS OF RESPONSIBILITY

### *Daily oversight of all academic functions:*

- Oversee teaching faculty and curriculum development for all academic classes. Hold teachers accountable for upholding the integrity of the teaching and learning environment through timely arrival in the morning, effective use of class time, effective implementation of grading practices and assessments, maintaining student relationships and accountability and fostering collaborative relationships with colleagues.
- Facilitate Department Chair meetings providing minutes and report of progress to Principal in a timely manner.
- In collaboration with Department Chairs, ensure teachers are supported in their teaching and learning.
- Collaborate with Director of Cuvilly on all matters related to all academic processes for the middle school.
- Collaborate with Cuvilly Curriculum Specialist on all academic matters related to middle school best practices.

### *Administer discipline and policy enforcement as it relates to academics.*

- In consultation and collaboration with the Vice Principal for Student Life, as appropriate, manage and resolve escalated academic discipline issues including, but not limited to academic integrity.

### *Maintain relationships with Department Chairs to assist with academic oversight.*

- Facilitate department chair meetings to aid in accomplishing beneficial academic vision and operations set forth by the Principal
- Support all work of Department Chairs as needed or requested by Chairs.
- Evaluate performance of Chairs as per the evaluation process.





***Oversee all Academic Operations of NDA.***

- Collaborate with SIS Manager and Guidance Team to oversee the course selection process including course catalog revision, course selection and course placement.
- In addition to evaluating chairs, AP of Academics will also evaluate 1st year teachers and teachers on Performance Improvement Plans.
- Oversee all planning and execution of Midterms and Finals.

***School Growth and Improvement***

- Serve as Co-Chair of the 2023/2024 NEASC process.
- Collaborate with Principal to develop, plan and execute all Faculty Professional Development Day planning, both on the departmental level and for the whole faculty.



***Oversee and plan for all standardized testing at NDA.***

- Collaborate and coordinate with Director of Guidance and the Guidance Team to plan and manage PSAT, SAT and AP Testing Days

***Serve as primary contact for planned and last-minute Faculty absence coverages.***

- Work in collaboration with the SIS Manager to assign coverages as needed for all Faculty absences.
- Utilize a tracking system to encourage efficiency and equity of coverage assignments.



***Responsible for training / on-boarding all new Faculty members.***

- Collaborate with IT, SIS Manager and Department Chair to onboard new faculty as needed.
- Manage all new school year on-boarding of all new faculty.

***Participate in the Enrollment Process and act as an ambassador to NDA for all prospective students and families.***

- Support Admissions Team throughout the enrollment season and participate as needed in application reading, interviewing and onboarding of potential new students.
- Assist with placement exams and evaluation of transfer students throughout the year.
- Represent the academic process at admissions events.

***Participate in and/or manage other projects as assigned by the Principal.***

- Participate in NDA's DEI Initiative.

***Take an active role and presence in representing NDA at school events.***



MOTTO

***Educating and  
empowering  
the next  
generation of  
female leaders***

## **JOB REQUIREMENTS**

- Bachelor's degree in Education, or related field.
- Master's degree preferred or progress toward a Master's degree.

## **THE IDEAL CANDIDATES POSSESS**

- An understanding, commitment, and appreciation for a Catholic, all-girls educational environment and NDA's mission and core values
- Strong interpersonal, collaboration, and communication skills
- Highly organized with a strong standard of professionalism, accountability, and customer service

## **BENEFITS**

- Competitive pay
- Medical, dental and vision insurance
- Employer-paid life insurance and disability insurance
- 401(k) plan – employer match
- Paid holidays, sick and personal time
- Flexible spending plans for both medical and dependent care

*\*Notre Dame Academy seeks to create a working and learning environment that reflect the society and community in which we are located, and we actively encourage candidates of all backgrounds to apply.*

## **OPPORTUNITIES AND CHALLENGES**

Notre Dame Academy is a well-established and well-regarded school, supported by generations of alumnae and committed to generations of future students. The Vice Principal of Academics will work with an experienced and collaborative team to lead NDA's continued academic success. Thanks to effective succession planning, the new Vice Principal of Academics will benefit from documented policies, procedures, and protocols; furthermore, she/he will have the support and guidance of an experienced





leadership team. The faculty and staff are extremely dedicated, motivated, and talented, inspiring and empowering their students to thrive. As in any school, the Vice Principal of Academics will face challenges of changing curriculums, teacher needs, technology advances, and the broadening needs of the student body. Through collaboration and regular communication, the Vice Principal of Academics will lead her/his team successfully through any challenges.

## ABOUT THE AREA

Hingham is approximately 15 miles south of Boston. It is known for its colonial history and location including 21 miles of shoreline where its bay leads into Boston Harbor.

The town's history is reflected in its many immaculately maintained colonial homes. Hingham's First Parish Old Ship Church is the oldest wooden structure in the country in continuous operation as a place of worship.

Top employers include Blue Cross/Blue Shield, Talbots, Whole Foods, and Eat Well. Hingham is home to seven public schools and five private schools.



## APPLICATION PROCEDURE

To apply, please submit the following four documents, confidentially and as separate PDF attachments, to Shana Rossi, [srossi@partnersinmission.com](mailto:srossi@partnersinmission.com).

- Letter of Interest that aligns your experiences and skill sets with the school's current needs as you understand them.
- Philosophy of Catholic Education Statement.
- Current resume with all appropriate dates included.
- List of five references with names, relationships, phone numbers, and email addresses. References will not be contacted without your knowledge and approval.
- Please include "Notre Dame High School" in the subject field.



### ***Assemble all of the application materials in one email to:***

Shana Rossi, Partner

Partners in Mission School Leadership Search Solutions, LLC

[srossi@partnersinmission.com](mailto:srossi@partnersinmission.com)

302-250-2119 (Cell)

[www.partnersinmissionslss.com](http://www.partnersinmissionslss.com)



Partners in Mission School Leadership Search Solutions is the retained search division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. As partners among ourselves and with our clients' missions, we value, understand, and embrace the importance of Catholic education in our personal and professional lives — and remain committed to ensuring its strength and vitality for years to come. Engaged by religious and school communities, boards and dioceses, our team of dedicated search consultants have identified and secured mission-driven professionals to serve in a myriad of diverse Catholic school and diocesan leadership positions from Massachusetts to Hawaii.

[WWW.PARTNERSINMISSIONSLSS.COM](http://WWW.PARTNERSINMISSIONSLSS.COM)

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