



Position Description

PRINCIPAL

ARCHBISHOP WILLIAMS HIGH SCHOOL, INC.

Braintree, Massachusetts

OUR SCHOOL:

Archbishop Williams High School, located at 80 Independence Avenue in Braintree, MA opened in 1949. We are part of a Christian community that integrates learning with faith and focuses on developing the whole person. The school derives its name from the Most Reverend John Williams (1822-1907), first Archbishop of Boston. Archbishop Williams is credited with the development of the parochial school system in Boston.

OUR SCHOOL'S MISSION:

Archbishop Williams High School is an independent, Catholic, college preparatory, grades 7-12 school. We endeavor to educate young men and women spiritually, intellectually, ethically, and physically. Driven by the love of Christ, in the tradition of the Sisters of Charity of Nazareth, we integrate learning with faith. We strive to graduate socially aware, morally responsible citizens prepared to succeed and to serve their local and global communities.

Overview

The Principal serves as the **Chief Academic, Student Life, and Spiritual Leader** of Archbishop Williams High School. Reporting to the President, the Principal ensures a safe, mission-driven, Catholic, college-preparatory environment rooted in the tradition of the Sisters of Charity of Nazareth.

The Principal partners closely with the President to align all academic and student-life functions with the school's strategic priorities.

Primary Responsibilities

Mission & Catholic Identity

- Articulates and advances the Mission and Catholic identity of the school in the tradition of the Sisters of Charity of Nazareth.
- Models a culture grounded in Gospel values, and the virtues of simplicity, humility, and charity.
- Integrates Catholic identity into all aspects of school life.
- Oversees Campus Ministry, ensuring vibrant liturgies, retreats, service opportunities, and faith-formation experiences.

Instructional Leadership

- Serves as the school's **chief academic officer**, ensuring high-quality, research-based instruction and strong college-readiness outcomes.
- Oversees curriculum development and alignment across Grades 7–12.
- Leads professional development, identifying faculty needs and implementing relevant training.
- Implements a clear, growth-oriented faculty evaluation system that provides timely, meaningful feedback.

Faculty & Staff Leadership

- Supervises, evaluates, and supports key academic and student-life leaders, including the Assistant Principal for Student Life, Academic Dean, Dean of Faculty and Instruction, Director of Campus Ministry, Head Nurse, Athletic Director, Director of Grades 7–8, and Department Chairs.
- Oversees and supports all school-based faculty and staff in collaboration with appropriate administrators.

- Leads recruitment, hiring, onboarding, and retention of faculty and staff, making recommendations to the President.
- Chairs Administrative Staff meetings and leads regular faculty meetings.

Student Life

- Ensures a safe, orderly, mission-aligned educational environment that supports the holistic development of every student.
- Oversees student behavioral expectations and disciplinary policies in partnership with the Assistant Principal for Student Life.
- Collaborates with the Academic Dean, Student Life Office, and School and College Counseling Offices to implement academic support and academic discipline procedures.
- Ensures, with the Assistant Principal for Student Life, a diverse and robust co-curricular activities program.
- Works with the Athletic Director to implement a robust athletics program in compliance with principles of sportsmanship and relevant MIAA regulations.
- Oversees safety and emergency procedures, including drills, in collaboration with the Assistant Principal for Student Life and Director of Campus Operations.
- Develops and manages the school calendar.
- Maintains a visible, engaged presence in classrooms, hallways, events, and student activities.

Institutional Leadership & Communication

- Reports to the President
- Collaborates with the President on strategic planning and school-wide priorities.
- Keeps the President informed about school operations and seeks guidance as appropriate.
- Partners with the Director of Enrollment Management to support student recruitment and retention.
- Attends Board of Trustees meetings at the President's request.
- Communicates regularly and transparently with parents, students, faculty, and staff.
- Works with the President's Office on major communications, crisis response, and community relations.
- Provides academic and student-life insight to support advancement and marketing efforts.
- Contributes to the development of the annual budget, particularly academic and student-life components, in collaboration with the President and CFO.

Minimum Qualifications

The ideal candidate will be:

- A practicing Catholic with a deep commitment to Catholic education.
- An experienced educator with a minimum of a master's degree in education or a related field.
- A mission-driven, student-centered leader with demonstrated success in school leadership.
- An effective communicator who builds trust and strong relationships.
- A strategic thinker who can balance tradition with innovation.
- Eligible for or holding Massachusetts administrative certification.

NOTICE OF NON-DISCRIMINATION:

Archbishop Williams High School, Inc. is an equal opportunity employer and will consider applicants for all positions equally without regard to their race, sex age, color, national origin, or disability in accordance with applicable laws.

Qualified candidates are invited to submit a resume and letter of interest to the Office of the President. Application materials may be sent by contacting Maura Gilmartin, Assistant to the President, at mjilmartin@awhs.org no later than March 20, 2026. All inquiries will be handled with appropriate discretion.

Salary range: \$125K-\$150K