



**DIOCESE OF MANCHESTER**  
**153 Ash Street, Manchester, NH 03104**

**POSITION DESCRIPTION**

**POSITION:** Director of Student Life – Saint Mary Academy      **FLSA:** Exempt  
**JOB TYPE:** Full time, 40 hours/week, Monday - Friday

**Reporting to: Head of School**

**INTRODUCTION:** The Bishop of Manchester is the visible principle and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

The position of Director of Student Life supports the mission of Saint Mary Academy by focusing on the academic progression and faith formation of all students through the oversight and execution of academic programs. The individual in this role must be a practicing Catholic who serves as a witness to the Catholic faith and can assist in collaborating on the spiritual leadership for Saint Mary Academy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provide educational leadership for upper and lower school
2. Set and implement school's vision
3. Work collaboratively to ensure the Saint Mary Academy mission is executed and clarified, honoring its traditions while imagining what the future can be.
4. Responsible for faculty accountability and professional growth, curriculum alignment and development
5. Responsible for scheduling student classes
6. Responsible for student accountability and parental engagement
7. Assist Head of School in hiring, supervising and evaluating all primary and enrichment teachers
8. Oversee discipline system, communications and professional development and continuing education
9. Partner with faculty and administration to support students with different learning styles and needs and collaborate with student support team to develop and write student accommodations and learning plans.
10. Will work with the Admission Office and Administrative Team as partners in enrollment management to support the school's mission.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

1. Master's Degree in educational administration and/or equivalent as required for state certification
2. Minimum of three (3) years of classroom experience and a minimum of three (3) full years completed as an administrator prior to the start of the school year after the hire date.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. The Diocese retains the right to change modify the position description at any time.

3. Certified educators who have taught students regardless of the setting are considered to have classroom teaching experience
4. New Hampshire Educator Certification of Principal
5. Strong candidates will believe that school should be a joyful place where children are known, loved, and served.
6. Saint Mary Academy seeks innovative thinkers, especially regarding curriculum and instruction, who embrace being a visible and involved member in all facets of school life.
7. Qualified candidates will be skilled managers who display good judgment and collaborating decision-making; thoughtful facilitators who can navigate different points of view, promote understanding, and mediate conflicting ideas; exceptional listeners who can demonstrate an exemplary ability to communicate and connect with students, faculty, and parents; and individuals with the highest standards of integrity and respect

#### **ENVIRONMENT:**

The venue of this position is a general office environment that is clean, well-lighted, environmentally comfortable free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires the ability to:

1. Occasionally required to lift, carry or move up to ten pounds
2. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
3. Hand manipulation – equipment and controls, frequent; grasping and handling, occasional
4. Ability to work a flexible schedule, which may include night and weekends
5. Mobility includes regular sitting, some standing and walking.

Send cover letter, resume, transcripts, [Diocesan application](#), and three letters of reference to:

Mrs. Brandy Houle, Head of School

Saint Mary Academy

222 Central Ave

Dover, NH 03820

603-742-3299