

**PRINCIPAL**  
**Sisters Academy of Baltimore**  
**Baltimore, Maryland**

Sisters Academy of Baltimore is seeking a principal to begin in July 2020. We seek a person with vision, creativity, initiative, and experience. We seek a principal who will motivate students and parents with energy and enthusiasm.

Sisters Academy of Baltimore, a Catholic community-centered middle school, educates girls of different races, ethnic groups, and religions, from families of limited economic means, particularly those in southwest Baltimore. The Academy empowers its students to become agents of transformation in their families, communities, and society. Our vision is that graduates will be well-educated, self-assured, spiritual, and committed young women who are so needed in our community, our nation, and our world.

Sisters Academy of Baltimore is the only school of its kind in the Baltimore area: an independent, faith-based, tuition-free middle school for girls from families of limited economic means. Sisters Academy is sponsored together by the Sisters of Mercy, School Sisters of Notre Dame, Sisters of Bon Secours, and Sisters of Notre Dame de Namur. Sisters Academy is a member of the Coalition of NativityMiguel Schools. Sisters Academy is a member of the Association of Independent Maryland and DC Schools (AIMS) and is accredited through AIMS.

**Major Responsibilities**

The principal is the educational leader of the school and receives the appointment from and reports directly to the president. The principal fosters a religious spirit in the school in accordance with the mission of the school. The principal is responsible for all programs, services, and issues directly affecting the student. Reporting to the principal are the teachers, the school secretary, and other instructional personnel.

The principal is responsible for the recruitment, orientation, and development of the instructional staff; the development and evaluation of the curriculum, calendar, and schedule; the implementation of the admissions process; the acceptance and advancement of students; implementation of the academic budget; communication with parents on all school-related matters.

**Qualifications**

Desirable candidates will possess at least the following qualifications:

- Ability to embody and promote the mission of the school
- Hold a master's degree in education or a related field
- Have at least three years of successful administration, preferably as principal
- Have at least five years of successful teaching experience in an urban middle school

In addition, desirable candidates will have excellent interpersonal skills with demonstrated ability to relate to students, parents, colleagues and the community; effective written and verbal communication skills; excellent organizational and administrative skills with attention to detail.

## Application Process

Review of applications begins as they are received. A complete job description is available upon request. Interested candidates may apply by submitting the following materials to Sister Delia Dowling, SSND:

- A cover letter presenting interest in and qualifications for the position,
- A current resume,
- A personal statement of educational philosophy,
- The names and contact information of three references.

Submit application materials electronically by **March 16, 2020** to:

Sister Delia Dowling, SSND

President

Sisters Academy of Baltimore

Phone: 410-242-1212

Send materials to [ddowling@sistersacademy.org](mailto:ddowling@sistersacademy.org)

For more information about the school, visit our website at [www.sistersacademy.org](http://www.sistersacademy.org). For more information about the position, contact Sister Delia Dowling at 410-242-1212 or [ddowling@sistersacademy.org](mailto:ddowling@sistersacademy.org)

## About Sisters Academy of Baltimore

Sisters Academy opened on September 7, 2004 with the fifth grade. Over the next three years, we added grades 6, 7, and 8. The first class of 8th graders graduated on June 4, 2008, and we have now had twelve graduating classes. Every graduate is in high school or has completed high school. Sisters Academy is small by design and expects to have an enrollment of 68 to 70 students in 2020-2021. Approximately 80% of the students are African-American and 20% are Hispanic. All students are funded.

The program at Sisters Academy is built on nine distinctive characteristics of mission effectiveness, common to schools in the NativityMiguel Coalition of Schools. All of the schools: are faith-based; serve the economically poor and marginalized; address the holistic growth of students; partner with the family; offer an extended day and year; maintain a commitment to the student beyond graduation; govern and manage the school with an effective administrative structure; engage in ongoing assessment; and collaborate with other faith-based schools with similar missions.

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