



# Principal

Pre-K through Grade 8

August 2026

St. Mary's Academy, a parish school located in Longmeadow, Massachusetts, is seeking a faith-filled, committed, energetic, and visionary principal. The school's next leader must effectively communicate and impart the Academy's mission to all constituents, including students and their families, faculty and staff, benefactors, and friends.

## The ideal candidate...

Must be a practicing Catholic, committed to Catholic education. This candidate is adept at developing and maintaining meaningful relationships with parents and guardians, rooted in trust, to benefit the children of St. Mary's Academy. He/she will recruit and retain talented teachers who are committed to Catholic education. This candidate has a deep knowledge of PK-8 curriculum development, teaching methodologies, and assessments. He/she is highly skilled with written and oral communication, is organized, a team-builder, thorough, persistent, and a creative multi-tasker. The ideal candidate effectively gathers and uses data and technology, is collegial, collaborative, supportive, and has a sense of humor.

## MISSION STATEMENT

*Our Mission at St. Mary's Academy promotes academic excellence within a Christ-centered Catholic community. Students from Pre-K through Grade 8 learn acceptance and appreciation of others and develop to their full potential within a nurturing family environment.*



## Major Functions and Responsibilities

- Functional knowledge of principles, practices, and techniques in managing students.
- Knowledge of a broad span of curriculum as it moves from grade to grade.
- Demonstrated ability to recognize problems, identify possible causes, and offer resolution.
- Demonstrated ability to communicate effectively in a variety of situations.
- Demonstrated ability to operate a computer and apply word processing software.
- Willingness to work collaboratively with faculty in a way that is helpful, encouraging, and with understanding.
- Demonstrated ability to mentor faculty members.
- Willingness to work with different constituents, like the Diocese of Springfield, Town of Longmeadow, Parish Council, School Advisory Board, and Finance Council.
- Ability to work collaboratively with the Pastor, the Parent Board, faculty, and parents to foster a learning environment deeply rooted in the Church's teaching.
- Willingness to create partnerships with parents to foster the longevity and retention of student enrollment.
- Willingness to be creative with ideas around non-academic matters, including, but not limited to, enrollment management, retention, planning, budgets, development, and marketing.
- Demonstrated ability to successfully work within a budget.





## Essential Characteristics and Experience

- A practicing Catholic in good standing with the Roman Catholic Church.
- A deep appreciation for the Catholic faith, the Academy's mission, its achievements, aspirations, and contributions, and the ability to articulate the Academy's vision effectively and eloquently to diverse audiences.
- Experience working in an academic environment and the ability to build relationships and collaborate across the Academy, serving as a resource to others and obtaining their input.
- Superlative interpersonal skills with a demonstrated ability to work well with people at all levels. Strong personal integrity and work ethic, as well as a sense of humor and perspective.
- Ability to handle sensitive and confidential situations with poise, tact, and diplomacy.
- A skilled communicator – both oral and written; experience communicating clearly with parents/guardians.
- The ability to work after school hours and at evening/weekend school events as needed.
- Minimum of a bachelor's degree in Education with a desire to continue to earn a master's degree in Administration.
- Master's degree in education, school administration, or a related field preferred.
- Minimum of 10 years' experience teaching in the classroom.



## Compensation

Commensurate with education and experience  
\$65,000-\$75,000  
Salaried, 12-month position  
Insurance available: medical, dental, vision  
403(b): Matching opportunity

## To Apply

1. Email a cover letter, resume, and a list of three references (only to be contacted with your permission following an interview) to [careers@stmaryslongmeadow.org](mailto:careers@stmaryslongmeadow.org).
2. The priority deadline to apply is June 12, 2026. Interviews with highly qualified candidates will begin immediately following this date.



**56 Hopkins Place  
Longmeadow, MA 01106  
[stmaryslongmeadow.org](http://stmaryslongmeadow.org)**

