

About Holy Angels Academy

Holy Angels Academy is a private, independent, co-educational Catholic school serving students from three-year-old Pre-School through Grade Twelve. The Academy enjoys full accreditation with the National Association of Private, Catholic, and Independent Schools (NAPCIS) and is recognized as a Newman Guide Recommended School for its strong commitment to Catholic identity and classical education.

As a vibrant and faithful Catholic community, Holy Angels Academy is dedicated to fostering the spiritual, intellectual, and personal growth of its students. Our mission is to educate and form our youth through Catholic schooling in the classical tradition, preparing them to lead holy and honorable lives for God and country, and ultimately to attain the end for which they were created: eternal happiness with God.

Headmaster Purpose

The Headmaster is the chief administrator, spiritual leader, and academic head of Holy Angels Academy. This individual is responsible for ensuring fidelity to the school's mission across all grade levels (PS-12). The Headmaster serves under the direction of the Board of Trustees and oversees all aspects of school life, including Catholic identity, academics, faculty and staff development, student formation, enrollment, operations, and advancement.

This role requires a **devout, practicing Catholic** who not only lives according to the teachings of the Catholic Church but also inspires and forms the school community in the faith.

Responsibilities

- Mission and Catholic Identity
 - Serve as the visible and active spiritual leader of the school community.
 - Ensure that all curricula, programs, policies, and communications are aligned with the teachings of the Catholic Church and in accord with the mission, policies, and procedures of the Academy.
 - Model a Christ-centered life and integrate Catholic principles into all aspects of school life.
 - Oversee the sacramental and liturgical life of the school in collaboration with chaplains and clergy.
- Academic Leadership
 - Oversee the development and implementation of a rigorous, classical academic program that fosters human flourishing.
 - Recruit, hire, and retain mission-aligned faculty and staff committed to excellence and faith.
 - Lead ongoing professional development that integrates pedagogy with Catholic educational philosophy in the classical tradition.
- Student Life & Formation

- Ensure that student formation, spiritual, moral, intellectual, and emotional, is at the heart of the school's culture.
- Promote a disciplined, joyful, and respectful environment reflective of Catholic virtue and the dignity of the human person.
- Support co-curricular and extracurricular programs that foster student growth and leadership.
- Leadership & Administration
 - Direct all day-to-day operations of the school in accordance with strategic priorities, the Academy's policies and procedures, and Catholic mission.
 - Supervise administrative leadership, faculty, and staff.
 - Ensure compliance with relevant accreditation standards, requisite archdiocesan guidelines, and applicable laws and regulations.
- Advancement, Enrollment, & Community Engagement
 - Serve as the face of the school to prospective families, alumni, donors, and the wider Catholic community.
 - Support the mission advancement team to grow a culture of philanthropy and stewardship.
 - Oversee enrollment process strategies to attract and retain mission-fit families.
 - Build strong relationships with parents, Catholic organizations and apostolates, and community partners.
- Governance and Strategic Planning
 - Collaborate with the Board of Trustees to define and implement long-term vision and strategic initiatives.
 - Provide regular updates and reports to the Board of Trustees on institutional health, including academic performance, mission alignment, enrollment, and staffing
 - Manage school resources prudently and transparently, ensuring financial sustainability and growth.

Qualifications

- Must be a **devout, practicing Catholic** in full communion with the Magisterium of the Church, committed to living and promoting the mission of Holy Angels Academy.
- Demonstrated ability to lead faculty and staff across a broad PK-12 range. Master's degree or higher in Education, Educational Leadership, Theology, or a related field.
- Excellent communication, interpersonal, and pastoral leadership skills.
- **Preferred:** Experience in Catholic school leadership.
- **Preferred:** Background in classical or liberal arts education.

Compensation & Benefits

Holy Angels Academy offers a competitive salary and comprehensive benefits package commensurate with experience, including:

- Healthcare cost reimbursement program
- Tuition remission for eligible dependents
- Incentive based bonus opportunities
- Generous paid leave

- Professional development opportunities

Application Process

To apply, please submit the following materials:

- A cover letter expressing interest in the position and how your Catholic faith informs your educational leadership
- Resume or CV
- Statement of educational philosophy and vision for Catholic PK–12 education
- Contact information for three professional references, including the most recent or current supervisor

Statement of Catholic Mission

Holy Angels Academy is a Catholic educational institution faithful to the Magisterium of the Catholic Church. Holy Angels Academy expects all employees to be effective witnesses and persons who, by word and deed, support the teachings of the Catholic Church. All employees serve the academic, formational, religious, and evangelical mission of our school and recognize and respect its distinct Catholic identity. Candidates must be practicing Catholics in good standing and willing to make a public profession of faith and take an Oath of Fidelity to the Magisterium of the Catholic Church annually.

Equal Opportunity Employment

Holy Angels Academy values equal opportunity for members of all races, cultures, and ethnicities and prohibits discrimination based on race, color, national origin, sex, age, or disability. Holy Angels Academy is committed to providing equal opportunity and reasonable accommodations to employees with disabilities. There are job assignments within the Academy where religious background and education are valid qualifications for the job. The Academy reserves the rights and protections granted to it in the areas of employment practices by applicable laws and constitutional provisions to advance religious objectives.