



CHIEF ACADEMIC OFFICER

CONFIDENTIAL SEARCH PROSPECTUS

A PRE-EMINENT CATHOLIC PREPARATORY SCHOOL
IN THE NORTHEAST



AT A GLANCE



**AVERAGE
CLASS SIZE: 16**



**STUDENT-TO-FACULTY
RATIO**



**22 AP
COURSES**



**54% GIRLS
46% BOYS**



**CLASS OF 2025
SCHOLARSHIP AWARDS**



**RECEIVE TUITION
ASSISTANCE**



**1:1 DEVICE
PROGRAM**



**59 ATHLETIC
PROGRAMS**



**COLLECTIVE SERVICE
HOURS/YEAR**



**100% COLLEGE
ACCEPTANCE**



**60+ CLUBS &
ACTIVITIES**



**32 ART & DESIGN
OFFERINGS**



THE OPPORTUNITY

A highly respected and academically distinguished Catholic preparatory school in the Northeast seeks a dynamic, mission-driven, and visionary educational leader to serve as its next **Chief Academic Officer (CAO)**. This is a confidential search for a senior academic administrator who will serve as a key member of the leadership team and play a vital role in shaping the strategic direction of the school's academic programming. This is a prime opportunity for an aspiring Head of School.

With a proud tradition of excellence, faith formation, and college preparation, the school is committed to cultivating intellectual curiosity, ethical leadership, and service to others. The CAO will help lead the institution into its next chapter by fostering a culture of academic innovation and integrity grounded in Catholic values.

ABOUT THE SCHOOL

This pre-eminent college preparatory school, well known for its strong Roman Catholic identity, has a storied legacy of academic achievement, faith formation, and student success. The coeducational institution serves students in grades 6–12 and is known for its rigorous curriculum, exceptional faculty, and nurturing community rooted in Catholic tradition. Students come from 86 cities and towns in Massachusetts, New Hampshire, and Maine.

While remaining anonymous at this stage in the search process, the school is widely regarded for its:

- Outstanding record of college placement at top-tier universities
- Vibrant student life and co-curricular offerings
- Highly qualified and mission-driven faculty
- Beautifully renovated facilities on a large, bucolic campus

THE ROLE

Reporting directly to the Head of School, the **Chief Academic Officer** is responsible for overseeing all aspects of academic life, including curriculum development, instructional excellence, faculty supervision, and academic strategic planning.

KEY RESPONSIBILITIES

- Provide visionary leadership for the academic program aligned with Catholic values and the school's mission.
- Work closely with the head of school to implement innovative academic initiatives inside and outside that classroom that will advance the board approved strategic plan.
- Guide the design and implementation of an innovative, student-centered curriculum that prepares graduates for success in college and beyond.
- Supervise, evaluate, and support division heads and faculty, promoting professional growth and excellence in teaching.
- Lead strategic initiatives to enhance academic rigor, assessment practices, and instructional methodologies.
- Partner with colleagues on the leadership team in admissions, college counseling, and student life to ensure an integrated student experience.
- Promote student health and wellbeing in conjunction with the counseling team
- Serve as an articulate advocate for the intellectual life of the school both internally and externally.

THE IDEAL CANDIDATE

The successful candidate will be an inspiring, thoughtful, and faith-aligned academic leader with demonstrated success in independent or Catholic school education.

QUALIFICATIONS AND CHARACTERISTICS

- A deep commitment to Catholic education and formation.
- A minimum of 7-10 years of experience in teaching and academic leadership.
- A graduate degree is required.
- Proven experience designing and implementing high-quality, innovative academic programs.
- Outstanding communication and interpersonal skills.
- A collaborative leadership style with a capacity to motivate and support faculty.
- A data-informed and student-focused decision-maker.
- The candidate is discerning the possibility of becoming a head of school or president someday.
- Deep respect for tradition, with a vision for innovation in teaching and learning.



APPLICATION PROCEDURE

The search is being conducted confidentially; interested candidates will be required to sign a non-disclosure agreement. To apply, email Kyle Pietrantonio to submit the following materials in a single PDF document:

- A cover letter expressing interest in the role and alignment with the school's Roman Catholic identity and mission.
- A current résumé or curriculum vitae.
- A statement of educational philosophy, particularly as it relates to Catholic, college-preparatory education.
- A list of five professional references (who will not be contacted without the candidate's permission).



Interested in this opportunity? Contact:

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