

**Nativity Preparatory School New Bedford**  
**Position Description: Head of School**  
**Start Date July 1, 2024**

**OVERVIEW / HISTORY**

Founded in 2000, Nativity Preparatory School New Bedford is an independent tuition-free middle school situated in historic downtown New Bedford, MA. Its campus is comprised of three buildings, including the main school building housed in the former YWCA facility and two additional buildings dedicated to faculty housing. Initially established with eight students, Nativity has grown into a 55-student middle school serving boys from modest socio-economic backgrounds. While the school is non-denominational, it draws inspiration from the Jesuit tradition of education, service, and character development. Each of these three elements are central to Nativity’s holistic program focused on graduating young men well-prepared for the next step in their education and instilling in each the values of humility, service, and self-advocacy, encapsulated in the concept of the “Nativity Gentleman.”

**MISSION STATEMENT**

*Nativity Preparatory School is an independent, tuition-free middle school that provides a comprehensive education tailored to serve boys of all faiths in grades 5 – 8 from economically-disadvantaged families in the Greater New Bedford area. Our program graduates young men who are confident, self-disciplined, intellectually ambitious, and socially and academically prepared for high school; young men who are ready to serve others and be positive citizens in life.*

**CORE VALUES / VISION**

**Core Values**

Nativity Prep holds three primary core values reflected in the Latin concepts of Scientia, Virtus, and Fides. For Nativity Prep, these words represent:

SCIENTIA | Knowledge – We are committed to the value of lifelong learning; to a continuing process of broadening perspective, defining purpose, and maximizing potential.

VIRTUS | Virtue – We are committed to demonstrating and teaching virtue because our world needs men of humility and character to solve problems and stand for what is right.

FIDES | Faith, Trust, Loyalty – We are committed to building a culture of trust because our communities grow strongest when we can rely on one another to act in good faith.

## **Vision**

Having just completed a year-long strategic planning exercise that focused on the educational challenges faced by young men today – particularly young men from difficult economic circumstances - Nativity has recommitted to serving boys from this demographic.

Nativity Preparatory School New Bedford is dedicated to serving the needs of boys from economically challenged households in Greater New Bedford. Recognizing and truly understanding the educational and social needs of middle school-age boys, our program will be targeted to serve their specific needs. The school will continue its tradition of developing strong academic and interpersonal skills as well as fostering good citizenship, self-discipline, and a high level of empathy among its students. Through its work, the school will be well known for closing any achievement gaps faced by its students and for graduating young men who care for themselves and for others.

Our commitment to Nativity students will continue long after they graduate. A robust graduate support program will equip Nativity alumni with the resources and confidence necessary to be successful as they pursue future education and career aspirations, delivering on our promise of “Nativity for Life.”

## **FINANCES**

As an independent, tuition free school Nativity Prep relies solely on its annual fundraising efforts to meet its operating budget. To realize the initiatives put forth in the new strategic plan, the school must increase its fundraising efforts and enlarge its footprint in Southeastern Massachusetts. The majority of the school’s operating revenue comes from the Annual Appeal, special events and generous support from local individuals, businesses and foundations.

## **CHALLENGES and OPPORTUNITIES**

The next Head of Nativity Prep needs to be an energetic leader committed to the education of boys and to recognizing and addressing the educational challenges boys face today. Additionally, the next Head must embrace the challenges and opportunities put forth in the strategic plan and work collaboratively with faculty, staff and trustees in their pursuit.

- Work closely with the Board to implement the priorities set forth in Nativity’s recently approved Strategic Plan.
- Establish the school as a model for the education of middle school boys.
- Oversee the school’s financial operations; manage a balanced budget; and working with the Board develop a plan to ensure the school’s financial sustainability.
- Lead fundraising efforts and promote the reputation of the school and its mission throughout the Greater New Bedford area and beyond.
- Recruit and retain talented faculty who embrace the mission of the school to work with a diverse student population.

- Develop annually an applicant pool of students to ensure full enrollment with young men appropriate for the school’s program and mission.
- Evaluate the school’s organizational structure and hire accordingly to ensure maximum efficiency and mission accomplishment.
- Review the school’s policies as they relate to diversity, equity, inclusion and belonging and ensure that the school’s mission and values are reflected in all policies.

## **QUALIFICATIONS and EXPECTATIONS**

The Head of School is the educational leader and chief executive officer of the school. The Head of School reports to the Board of Trustees and oversees the day-to-day business operations and, through the principal, deans and staff, the academic and extracurricular life of the school.

- The Head of School working with the Board and its committees is responsible for implementing policies and programs to ensure the mission, vision and strategic objectives of the school are realized.
- Serve as the “face of the school” to all its constituents including students, current and past parents, current and former faculty and staff, alumni, donors and the Greater New Bedford Community.
- The Head must be passionately committed to mission driven education.
- The Head must tell Nativity’s story well and become a recognized presence in the New Bedford Community.
- Interact with major stakeholders effectively and aggressively pursue advancement objectives.
- Be a collaborative leader and team builder.
- Be a strategic thinker and problem solver.
- Serve as an energetic role model for students, promote a positive and supportive school culture and oversee the quality of school life.

## **HOW TO APPLY**

Please send a letter of interest and resume to Tom Beaton, Chair of the Nativity Search Committee. Subsequently, candidates will be asked to submit a statement of educational philosophy and the names and contact information for four recommenders

Tom Beaton  
 Trustee and Chair, Head of School Search Committee  
 Nativity Preparatory School New Bedford  
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