



Position Opening

Job Title: Headmaster

Term: Beginning July 1, 2022 - two year contract

Salary: up to \$90,000, based on qualifications

Hours: Full-time

How to apply: Email resume, cover letter and references to inquiry@materdeiapostolate.org

About Mater Dei Apostolate:

Mater Dei is a Catholic lay apostolate committed to the education and formation of high school students. We operate a hybrid high school located in Duluth, MN. Our vision is to create an oasis of Catholic culture in our society, where high school students can receive high-quality intellectual and spiritual formation, regardless of where they live or what they can pay. We operate a flexible hybrid education model to serve families from conventional school and homeschool backgrounds, with a remote component to serve families in distant, rural communities. We educate students with a classical curriculum rooted in the Catholic intellectual tradition, while recognizing the role of parents as primary educators. Our mission is to provide higher education prep that is affordable, accessible and authentically Catholic.

We launched our program with 9th grade in the fall of 2019, adding an additional grade each year thereafter. We will welcome our first full 9-12th grade high school in the fall of 2022. With the support of our diocesan bishop, we are at the forefront of a movement to revitalize Catholic high school education in an innovative way.

Job Description:

The Headmaster is the leader of Mater Dei Apostolate, responsible for the day-to-day administration of the school and supervision of instructors and students. The Headmaster is responsible for maintaining a positive, orderly and supportive culture and learning environment. The Headmaster is a teacher, mentor, disciplinary, and role-model for MDA instructors and students. The Headmaster works closely with, and under the supervision of, the Executive Director to execute the mission and achieve the vision of Mater Dei Apostolate. As a member of the Management Team, the Headmaster reports to the Executive Director, who in turn reports to the MDA Board of Directors.

Responsibilities:

With Teaching Courses

- Teach up to two Mater Dei courses as necessary

With Instructors

- Oversee faculty hiring, evaluation, rehires, and terminations
- Mentor and support instructors
- Assist with instructor development

- Train and support instructors in use of MDA Learning Management System
- Ensure grading is prompt and recorded properly
- Ensure MDA student policies are communicated and enforced by all instructors

With Students

- Proactively circulate and be visible in common spaces of the education center during school hours overseeing student arrival, departure, lunch time, breaks and study hall
- Ensure student adherence to all MDA student policies
- Coordinate and facilitate monthly student service projects
- Accompany students during Mass, Eucharistic Adoration and prayer times, guiding them to behave and participate in a respectful manner
- Identify academic and behavioral issues with individual students and address them promptly

With Parents

- Communicate with families to ensure adequate understanding of Minnesota homeschool laws and graduation requirements
- Ensure clear communication between parents and instructors
- Meet with parents regarding student discipline and academic issues
- Meet with prospective families and arrange for tours and shadow days
- Conduct family interviews and academic assessments

With Community

- Cultivate positive relationships with MDA stakeholders including parents, donors, clergy, and community members
- Represent MDA at community and diocesan events
- Deliver presentations to prospective parents and students within the community
- Support the overall development efforts of MDA

Position Requirements

- Teaching experience in a classical school environment
- Familiarity with online learning
- Catholic in good standing