



# CHIEF ACADEMIC OFFICER

## SEARCH PROSPECTUS

Reading, Massachusetts

July 2026



## AT A GLANCE



**AVERAGE  
CLASS SIZE: 16**



**10:1  
STUDENT-TO-FACULTY  
RATIO**



**22 AP  
COURSES**



**54% GIRLS  
46% BOYS**



**\$46M  
CLASS OF 2025  
SCHOLARSHIP AWARDS**



**35%  
RECEIVE TUITION  
ASSISTANCE**



**1:1 DEVICE  
PROGRAM**



**59 ATHLETIC  
PROGRAMS**



**6,000+  
COLLECTIVE SERVICE  
HOURS/YEAR**



**100% COLLEGE  
ACCEPTANCE**



**60+ CLUBS &  
ACTIVITIES**



**32 ART & DESIGN  
OFFERINGS**



## THE OPPORTUNITY

Austin Preparatory School seeks a dynamic, mission-driven, and visionary educational leader to serve as its next Chief Academic Officer. The CAO will be a senior academic administrator serving as a key member of the leadership team and will 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

Austin Preparatory School, well known for its strong Roman Catholic identity and Augustinian charism, 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 and the Augustinian way of life. Students come from 86 cities and towns in Massachusetts, New Hampshire, and Maine.

Austin Prep 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

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## THE ROLE

Reporting directly to the Head of School, the Chief Academic Officer is responsible for overseeing all aspects of the School's academic life, including curriculum development, instructional excellence, teaching and learning, and implementation of academic strategic initiatives.

## KEY RESPONSIBILITIES

- Provide visionary leadership for the academic program aligned with Catholic values, Augustinian education, 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

To apply, submit the following materials:

- A cover letter expressing interest in the role and how your leadership will support the School in advancing the mission of Austin Prep, the School's Catholic and Augustinian identity.
- 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).

The deadline to submit materials is Friday, May 22nd.



***Interested in this opportunity? Contact:***

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