

St Patrick's Principal Job Description and Qualifications Process

St. Patrick's School in Elkhorn, Nebraska seeks a dynamic individual with a strong work ethic and experience, who works with a team approach for the position of principal to begin work on July 1, 2017.

St. Patrick's School was started in 2000 to provide affordable, quality, Catholic education for the young people of our parish, as well as for those children of all faiths who wish to attend a faith filled environment. The school fosters respect for God, others, self, personal responsibility, and service in its curriculum. St. Patrick's is a pre-school through grade eight Catholic school of approx. 800+ students. The school has experienced tremendous growth and reached many academy achievements including Blue Ribbon School in 2014, AdvanceED recognition in 2009. The test scores and academy culture are both a testimony to the, teachers, students, and parents expectations.

St Patrick's is looking for a candidate to arise to the challenges of a growing and changing school. We are looking for a leader to take us to new levels of growth and dynamic opportunity for all students. The principal will be a practicing Roman Catholic committed to the mission of Catholic education. They will foster the Catholic identity of the school by promoting Catholic values and nurturing the faith formation and spirituality of the faculty, staff and students.

Such Leadership qualities will also include:

- Maintain and support the vision and mission of St. Patrick's School - a strategic thinker
- Establish relationships, consistent accountabilities and responsibilities with the faculty and staff
- Manage the day-to-day operation of the school which includes the planning, organizing, selecting, evaluating, directing, coordinating, ordering, reporting, and budgeting of those things necessary to run an effective and efficient Catholic school;
- Coaching/mentoring the talent of the faculty and staff
- Follow a clear and consistent policy for dealing with issues involving student discipline and interactions among teachers and the parent body
- Work in unison with the Marketing and Development Office to grow and maintain student enrollment; ensure the constant promotion and enhancement of the school's Catholic identity.

Other

- Meet formally with the Pastor and school board on school business
- Maintain a visible presence during the school day, school related liturgies, events and activities
- Work Closely with Pastor, Finance Manager, School Board on budget planning, salaries, benefits, tuition, curriculum development and professional development
- Curriculum growth and development across all spectrums.

Qualification

- Successful experience teaching in a Catholic school environment
- Would prefer experience acting as an administrator in a Catholic school
- Masters Degree accredited by an appropriate agency
- Have a Nebraska state certification in School Administration and Supervision or the equivalent

All applications will remain confidential until semi-finalists are selected for interviews with the school board. Semi-Finalist should also be expected to present their educational philosophy and background to a forum of teachers/parents.

Although the following timeframe is approximate, please note that applications will be due by Feb 17, 2017.

Interested candidates are to electronically submit the following materials:

- Cover letter which will include a brief statement on your educational philosophy which will address instructional practices, student discipline and spirituality in education and administration
- Resume

Please send all materials to: StPatsPrincipalsearch@gmail.com