



**SAINT LOUIS SCHOOL
HONOLULU, HAWAII**

Seeks Principal for Catholic Marianist School, grades 6-12, from July 1, 2009

School's History and Mission

Since 1846, Saint Louis School has been preparing and motivating young men in Hawaii to achieve academic excellence and personal growth. Saint Louis is an independent Catholic Marianist School that gives students a strong college preparatory education emphasizing academics, service, faith and moral values.

The Mission of Saint Louis School is to educate and challenge students of various religious, ethnic and economic backgrounds that they may achieve a quality education and become gentlemen of character, reaching individual potential through the Catholic Marianist tradition of spiritual, academic, physical and emotional maturity.

We strive to teach and to develop a sense of family, the "Saint Louis Family" – faculty, students, parents, administrators – working together to build an awareness of individual dignity and spiritual worth.

Our curriculum is firmly rooted in the Catholic faith, welcoming and respecting other beliefs. We seek to meet the varied needs, talents and abilities of our students through academic programs of critical thinking and experiential learning designed for general, advanced and college preparatory students.

In 2007 the school received a 6-year accreditation from HAIS, WASC and WCEA.

More information is available on Saint Louis website at www.SaintLouisHawaii.org.

The Position

Applications are being accepted for the position of Principal.

The Principal reports directly to the President and the duties and responsibilities of the Principal include:

1. providing strategic direction while possessing proven collaborative skills necessary to effect positive change;
2. affirming and developing learning experiences that are challenging, appropriate, diverse, and meaningful;
3. reviewing and recommending changes, if needed, to the educational methodology practiced by the faculty in relation to the school's goals; initiating
4. maintaining a high profile among the faculty and staff, demonstrating a good understanding of their work and further developing positive morale;
5. maintaining a high profile among both the parent and student communities, demonstrating cultural sensitivity and positive, caring relations;

6. maintaining and developing good relations with the external community, including neighbors, other schools, and the Marianist community;
7. maintaining a role in the area of school development, including some work on fundraising and general public relations, and
8. managing, administering, and handling fiscal responsibilities.

Qualifications and Qualities

The successful candidate will have:

1. at least a master's degree or higher in educational leadership, a minimum of 3 years administrative experience and 5 years teaching experience;
2. essential experience in the supervision and evaluation of teachers;
3. proven oral and written communication skills and motivational skills;
4. vibrant personality with good interpersonal and team-building skills;
5. the ability to integrate faith into the life of the school with a commitment to the charism of the Marianists;
6. critical understanding of the use of information technology in education;
7. human relation skills to effectively represent the School to internal and external constituents.

The applicant must be willing to make a minimum 3-year commitment to the school and its Marianist values.

Physical Requirements

The applicant must be able to sit, walk, see, hear, speak, reach, bend, crouch, and kneel.

Salary and Benefits

The salary and benefits are competitive and in line with those of similar schools and with responsibilities of the position.

Application Process

Applications addressed to the Chair of the Search Committee must include a full CV, a personal statement of why you will be the successful candidate, and a list of four references, including the person to whom the candidate currently reports. Referees will not be contacted without candidate's prior permission. The deadline for applications is January 15, 2009, or until the position is filled. A short-list of interviews will probably be drawn up by mid-January and interviews held in late January and February at the school site. All candidates will be notified when the appointment is made.

Applications should be sent to Saint Louis School, attn: Human Resources, 3142 Waiialae Avenue, Honolulu, HI 96816 or emailed to hrm@saintlouishawaii.org. No phone inquiries please.