



Job Title: Principal

Department: Leadership-Academics

Reports to: The President

Effective Date: July 1, 2024

In the spirit of the Gospel, we are committed to educate the whole person; to lead and to serve, enlightening the mind, developing the body, touching the heart, and inspiring the soul.

Through this mission and ministry, we are committed to providing a dynamic college preparatory, Catholic educational experience in the Marianist tradition that remains accessible, inclusive, transformative, and intentionally distinctive.

St. Vincent-St. Mary High School (STVM) is a four-year, co-educational, college preparatory, Marianist-sponsored Catholic high school. With roots in the Akron community for more than 125 years, STVM provides a high-quality Catholic education, focused on faith formation, rigorous academics, and service learning. STVM holds the distinction of being the only STEM designated Catholic high school in the State of Ohio. Our school is governed by an Executive Board of Trustees, and working in cooperation with the administrative team, it operates within the Diocese of Cleveland. Our school meets all standards of the Ohio Catholic School Accrediting Association, North Central Association, and the State of Ohio.

St. Vincent-St. Mary operates under the President-Principal Model. The principal works closely with the President, Chief Operating Officer, Assistant Principal, Dean of Students, SRO, Director of Campus Ministry, Director of Enrollment, Director of Advancement and Alumni Relations, Athletics, and academic department chairs in support of mission advancement and the academic and instructional program. The principal is the primary religious and instructional leader of the school. As the spiritual leader of the school, the principal is expected to nurture the faith development of the faculty, staff, and students by providing opportunities for spiritual growth. As the instructional leader, the principal will provide ample opportunity for continuing education for all staff members. The principal has the authority and responsibility for the daily operations of the school, which include the setting and implementation of academic policies, procedures, and programs. The principal reports directly to and is supervised and evaluated by the President and/or CEO.

Our Search Committee is actively seeking candidates with experience in leading academically rigorous curricula, utilizing instructional best practices for meeting diversity among learners, and engaging in the assessment of teaching and learning to monitor growth and inform decision making. Candidates who are knowledgeable with the challenges facing most Catholic schools today and comfortable meeting those challenges are desirable. The Principal must have demonstrated proficiency in building and maintaining internal and external community relationships that will ensure the continued success and sustainability of St. Vincent-St. Mary High School.

ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES

Academic and Instructional Program

- *With the AP of Academics, ensure that academic policies and curriculum are followed and updated as required by the Diocese and accrediting associations.
- *Help teachers and support staff maximize their teaching potential through regular supervision, evaluation, and constructively informed feedback.
- *Lead the administrative team and actively contribute to the vision of innovation, academic excellence, best practice and research-based pedagogy.
- *Work in partnership with the AP of Academics, department chairs, and the Academic Committee to ensure program alignment with STVM's mission, and successful implementation and evaluation of the Strategic Plan's Objectives and Key Performance Indicators, the Accreditation Plan for Continuous Improvement, and STEM certification.
- *Work collaboratively with the staff and Diocese (as appropriate) to provide for the revision of instructional programs, curriculum, and professional development.
- *Oversee all aspects of the academic program of the school and work with the AP of Academics in setting the academic calendar, scheduling of courses, and related activities.
- *Serve as the manager for Blackbaud; schedule training for the leadership team and work with IT as needed.
- *In consultation with the AP of Academics, department chairs and counselors, review student performance metrics, including, but not limited to grades and test data, to monitor and track student progress; provide appropriate academic support and interpret results for program improvement.
- *Attend faculty and staff committee meetings and collaborate with all parties to enhance the culture and create a dynamic environment to learn, lead and serve.
- *Approve the adaptation and replacement of textbooks, instructional materials and educational software on a regular cycle ensuring that the faculty are provided with the necessary instructional resources within the limits of the academic budget.

Mission and Vision and Catholic Identity

- *Provide spiritual leadership for the school community and ensure that appropriate religious and school ministry activities occur regularly through collaboration with the Director of Campus Ministry and the religion department.
- *Align all aspects of the school with the mission, vision, and beliefs as articulated in school documents and in keeping with our identity as a college preparatory, Catholic School in the Marianist Tradition.
- *Participate in school Mass and prayer services, Freshman and New Family Mass, scheduled class Masses, annual Grandparents' Day Prayer Service, and all graduation and baccalaureate ceremonies.

*Act as a witness to Gospel values by modeling the teachings of the Catholic Church and Marianist charisms through all actions and interactions.

Organizational Leadership

*Coordinate teams to achieve accreditation and STEM recertification, track continuous improvement, and collect and evaluate data to measure student performance and achievement.

*Ensure compliance with ODE reporting in partnership with the Diocese of Cleveland.

*Ensure compliance with all federal, state, and local laws and regulations- including the scheduling and reporting of safety drills.

*Confer with the AP and CFO on the development and management of the instructional budget; arrange for the purchase of instructional materials, resources, and equipment, provide for professional development, and other related expenses.

*In collaboration with HR, recruit, interview and hire instructional faculty and staff.

In conjunction with the Assistant Principal and Dean of Students, revise and update faculty and student handbooks in accordance with Diocesan and Marianist guidelines.

*In consultation with the leadership team, department chairs and the Marketing/Enrollment Committee, regularly revise and update the school website so that information is timely, relevant, compelling, engaging, and easily accessible by students, parents, alumni and prospective families.

Stakeholder and Community Engagement

*Maintain open and consistent lines of communication with students, parents, faculty and staff; monitor and respond to feedback from stakeholders.

*Take the lead on weekly faculty news-notes and collaborate on parent newsletters with the AP of Academics and the Dean of Students.

*Attend special events held by the Parents' Club, Athletic Boosters, and the Alumni Association to build relationships within the STVM community.

*Work with our constituencies, local churches, and neighborhoods in promoting the development of the social values of commitment to life through service, justice, and peace.

*Regularly engage and plan with the Department of Advancement and Office of Alumni Affairs in support of mission driven school initiatives.

Student Support

*Encourage, guide, and assist all students and provide opportunities for student leadership through the House Program, Campus Ministry, Academics, Athletics, and the myriad of extra-curricular activities offered at STVM.

*Create an atmosphere free of any bias in which students, faculty and staff can achieve their maximum potential- "Be Your Best, Be Irish!"

*Approve all student co-curricular activities, including athletics.

- *Develop and oversee programs of guidance and counseling, student services and supervision and enforce disciplinary measures, when necessary, as outlined in the student handbook.
- *Establish the criteria for admission to the school collaborate closely with the Director of Enrollment the admissions staff, the Academic Committee and the Marketing and Enrollment Committee on effective student recruitment and retention policies.
- *Work with the Dean of Students and the SRO to maintain a safe and positive learning environment, support faculty and staff in effective classroom management practices.
- *Work collaboratively with school staff such as security, cafeteria, and maintenance to ensure a safe and positive environment.
- *Other Duties as assigned.

MINIMUM QUALIFICATIONS

Master's degree in Educational Leadership or Catholic School Administration

Valid Principal License or State of Ohio Professional Administrator License

Valid State of Ohio Teaching License

VIRTUS Training and Certification – required upon employment

Minimum of five years teaching experience and three years of experience in an administrative role

Proven track record enhancing teacher performance and improving student achievement

Demonstrated leadership and team building skills

Experience in the use of instructional technology; experience using Blackbaud or similar SMS a plus

Ability to work with and understand the needs of diverse learners and cultures

Desire to engage with various stakeholders in support of and advancement of the mission

High school experience preferred

Must be a practicing Catholic

APPLICATION INFORMATION

Interested candidates can learn about our school community by visiting www.STVM.com. Our search committee invites qualified applicants to submit the following documents between October 1-January 8, 2024:

- A cover letter that aligns your experiences, values, and skillsets with the current needs of the school as you understand them.
- A statement of your Catholic educational philosophy.
- A current resume with all appropriate dates
- A list of three professional references with names, phone numbers and email addresses.

No reference will be contacted without your prior knowledge and consent.

Please submit all documents as separate PDF's to Tom Snyder, Director of Human Resources- tsnyder@stvm.com with the subject title: STVM Principal Applicant Materials and your last name. The Search Committee will identify candidates for the first round of interviews to begin in January. It is our desire to find and recommend for hire the next Principal of St. Vincent-St. Mary High School in early April 2024. Thank you for your interest in joining our team!

* This position will require working some evenings and weekends.

St. Vincent – St. Mary High School is an equal opportunity employer.