

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

Candidate Information

Principal, Cardinal Mooney High School

Organization Background:

On July 17, 1984, Pope John Paul II erects the Diocese of Venice (<http://dioceseofvenice.org/>) in Florida from parts of the Archdiocese of Miami, the Diocese of St. Petersburg and the Diocese of Orlando, naming Archdiocese of Miami Auxiliary Bishop John J. Nevins as the first bishop. On Oct. 25 of the same year, Bishop John J. Nevins is installed as first Bishop of the Diocese and Epiphany Church was dedicated as the Cathedral of the Diocese. In 2006, Pope Benedict XVI names Msgr. Frank J. Dewane to succeed Bishop John J. Nevins as Bishop of the Diocese of Venice in Florida. In 2014, the Diocese of Venice is comprised of 59 Parishes, with 118 Diocesan Priests serving over 223,000 Catholics.

Cardinal Mooney High School located in Sarasota, Florida has retained Catholic Recruiter Associates to provide candidates for the position of Principal for the 2016-2017 school year. Cardinal Mooney is a full service high school providing a high quality academic environment rooted in the gospel teachings of Christ, as well as robust athletics and performing arts programs.

The successful candidate will be a spiritually motivated practicing Roman Catholic, with excellent communication skills, a strategic academic vision, knowledge of current educational methods and best practices, proven leadership and managerial skills, and the positive energy to manage a dynamic high school community. Additionally, the successful candidate will hold a minimum of a Master's degree in Educational leadership or equivalent field, hold or be qualified to hold Professional Certification in Educational Leadership or a related certification in the State of Florida and have a minimum of three to five years' experience in high school administration. The candidate must successfully complete a Level II background screening.

Position: Principal

Reports to: Kristy Swol, Ed.D, Director of Education/Superintendent of School



CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

Responsibilities:

- Is the chief administrator and faith leader of the school community and is responsible to the Director of Education.
- Implements a mission statement that reflects gospel values and represents the collective wisdom of the school community, the Archdiocese and the educational community.
- Assures the development and implementation of an overall learning environment that promotes faith formation, ethical decision making, social justice and Catholic Christian leadership.
- Plans and administers educational programs that challenge and direct secondary students toward being productive adult members of society.
- Promotes an understanding of individual differences and needs of students and plans a broad-based curriculum to address that variety of abilities, cultures, styles and needs.
- Is knowledgeable regarding diocesan educational standards and requirements and directs efforts to prepare students to meet and/or exceed these standards.
- Sees to it that appropriate educational technology and equipment are provided as necessary to support the educational goals of the school.
- Establishes a school organizational structure, with clearly defined lines of authority that provides for effective communication with all constituencies and the smooth operation of the school.
- Oversees the development of an overall financial plan for the school, working with the Advisory Board and the Development Office to develop a long-range financial plan, including fund solicitation, fund-raising, alumni association development and endowment programs.
- Assures the preparation and administration of the school budget and the proper handling of all funds collected in the school's name.
- Hires, supervises, evaluates and terminates faculty and staff in collaboration with the administrative staff.
- Tends to the morale of the faculty and staff.
- Provides professional growth opportunities for the faculty and staff.
- Assures the development of policy and a process for disciplining students that is consistent with gospel values and sensitive to the development stages of adolescents.
- Provides counseling and guidance services for students.
- Provides the coordination of all activities (spiritual, service, academic, cultural, athletic, recreational, social) involving the school community with the assistance of the respective Assistant Principals, department heads, coaches and moderators.

"At once they left their nets
and followed Him."
Matt 4:20



CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

Responsibilities continued...

- Oversees the management of the school building and grounds, including the development of short and long-range maintenance and improvement goals.
- Assures the successful implementation of diocesan policies.
- Serves an ex-officio member and Executive Officer of the School Advisory Board.
- Maintains a level of knowledge and skills required to function as a Catholic High School Principal, participating in diocesan, state and national in-service opportunities as well as through professional memberships.

Qualifications:

- Practicing Roman Catholic and ability to lead Faith enriched education plan.
- 3-5 years' experience as an education administrator.
- Master in Educational Leadership (or equivalent).
- Is or can be Certified in the State of Florida in Educational Leadership.
- Ability to manage school budget.
- Strategic Catholic education vision and the ability to implement this vision.
- Exceptional communication and interpersonal skills.
- Fully versed in current technology trends in education and can identify opportunities for technology to enhance education experience and learning objectives.
- Can develop long term plan for sustainability and growth in enrollment.

Compensation: \$70-90K depending on experience plus health and other related benefits. All hires begin with a 90-day probationary period. Benefits begin on the 1st of the month following 30 days of employment.

All employees within the Diocese of Venice must comply with the Safe Environment program which includes fingerprinting and criminal background check.

Email resume to:

Arlene McSweeney, Ed.D.
Arlene@CatholicRecruiter.com

