



Guardian
Catholic School

Protecting potential.



PRINCIPAL

April 5, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

With current enrollment at 360 PreK to 8th grade students, Guardian Catholic School opened in 2017, bringing together the students, faculty, and staff of Holy Rosary and St. Pius V – as well as some fresh faces – on a single, integrated campus. The new school features updated classrooms, a learning commons (a merger of the computer room and library), a brand-new gymnasium, and a playground centered in the middle of the campus. The existing Early Learning Center was also expanded to include an additional classroom for each grade level to accommodate more students.

Job Summary/Description:

Primary Function: Under the direction of the Superintendent of Catholic Schools, the principal serves as the school’s spiritual and academic leader, fostering Catholic Identity in accordance with the school’s mission and vision while also promoting high expectations for academic excellence.

The principal also ensures the effective operation of the school’s Catholic education program by providing leadership in curriculum development and implementation; data and mission-driven decision making; professional development planning; relationship building and communication; personnel management; effective supervision of instruction and assessment; public relations; facility maintenance; financial planning; and development. The purpose of the Board is to further the educational mission, and the school leader, (principal) is required to consult the board before making decisions on matters of finance, buildings and grounds, advancement, and fund raising.

Finally, the principal is responsible for supporting the Diocese of St. Augustine in its mission to evangelize and catechize youth in a Catholic school environment.

Legacy Schools

The legacy of Guardian Catholic Schools began with the separate operations of St. Pius V Catholic School (1921-2017) and Holy Rosary Catholic School (1958-2017), with both providing quality education and spiritual support for families on Jacksonville's Northside and inner city. In the early 1990s, both schools faced the threat of closure due to financial pressures.

In 1995, a group of concerned community leaders founded The Guardian of Dreams, later known as The Guardian Catholic Schools, a 501(c)(3) non-profit organization. In 2005, the Board of Trustees assumed governance for the two schools to provide financial support and preserve the legacy of educational excellence. For almost 30 years, their advocacy, resources, and governance enabled the schools to provide educational and spiritual opportunities to children and families regardless of financial situation or religious preference.

In 2016, Guardian Catholic Schools launched a capital campaign to raise funds that would combine the two aging facilities into one new school. "Build the Dream, Guard the Legacy" successfully raised more than \$10 million to build the new Guardian Catholic School campus, ultimately decreasing operating expenses and ensuring a high-quality Catholic education in a state-of-the-art facility with a capacity for 472 students annually.

Staff

60 staff/faculty including Head of School, Assistant Principal, Director of Early Learning, Teacher Assistants, Scholarships and Admissions, Operations Manager, Bookkeeper, School Counselor, Learning Support, Receptionist, Nurse, Director of Advancement, Donor Coordinator, and Custodial staff.

Students

Of the current student population of 360, the breakdown is as follows:

- a) Ethnicity: 30 Hispanics, 330 Non-Hispanics
- b) Race: 315 Black/African Americans; 45 Two or more races, White/Asian

To learn more about this amazing school, visit [our website](#).

Essential Responsibilities:

- Recognize and support the unique Catholic Mission of the school by speaking, acting, and instructing in a manner consistent with the teachings of the Catholic Church; a school principal may not espouse any doctrine inconsistent with the teachings of the Church.
- Integrate gospel values and Catholic social teaching into the curriculum and the life of the school; create an environment where the content and methods of religious education can be applied.
- Ensure the school upholds all standards and benchmarks propagated in the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools.
- Be responsible for the planning, operation, supervision, and evaluation of the school's educational programs; promote a pleasant, effective, and safe teaching and learning environment.
- Exercise leadership in all phases of education, including co-curricular and extra-curricular activities.
- Govern the school in accordance with diocesan and local school policies, applicable state law, and the policies and standards of applicable accrediting agencies.
- Identify and effect needed change for school improvement.
- Hire, supervise, and develop competent faculty and staff in accordance with diocesan and accrediting agency policies and evaluate teachers and staff as required.
- Promote recruitment and retention of faculty, staff, and students.
- Demonstrate professional responsibility in enforcing diocesan and school policies, procedures, and regulations.
- Provide for the safety, welfare, and care of students; ensure development of faculty and student codes of conduct which reflect gospel values; additionally, enforce established discipline standards and promote a positive and proactive approach to school-wide and classroom behavior management.
- Communicate effectively with students, parents, staff, and other professionals.
- Manage an effective and efficient records system maintaining complete, accurate, and current personnel and student records in accord with diocesan school guidelines and accepted standards.
- In consultation with the Board, manage the school grounds and facilities to maintain a clean, safe, and orderly campus as required by diocesan school guidelines.
- In consultation with the Head of School and the Board, manage financial matters of the school including preparation and adherence to approved budgetary guidelines.
- Oversee compliance related to, but not limited to, Early Learning (ELC, DCF), State scholarships (FTC, FES), Federal Title programs, and the National School Lunch Program (NSLP).
- Work cooperatively with the Head of School and school board in building a faith community; give evidence of lived Gospel values by personal example and by being an

active member of a faith community; be open to the importance of a personal faith journey.

- Cooperate with school and diocesan administration; collaborate effectively with all staff members to promote positive relationships with students and parents.
- Maintain confidentiality of information.
- Perform other duties as assigned.

Physical/Mental Requirements:

Coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

Required Activities:

Walking, sitting, standing, stooping, reaching, carrying, talking, hearing, and keyboarding.

Basic Qualifications:

- A working knowledge of and a strong commitment to the mission of the Catholic Church. Must be a practicing Roman Catholic in full communion with the Church.
- Excellent communications skills including written, verbal, public speaking, and presentation skills; must have excellent communications skills with children and adults.
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player.
- Be available for evening and weekend work as necessary; have reliable transportation.
- Be able to manage multiple tasks simultaneously and work under pressure.
- Proficiency in the use of computer technology including word processing and the use of school-related technology.
- Flexibility in assessing needs and strategies and be able to adapt appropriately in a school ministerial environment.
- The ability to successfully complete a criminal history and background check.
- Display sound judgment in dress and general behavior; exhibit professional bearing and clean and neat personal appearance at all times.

Education & Experience:

- Graduate degree or equivalent in Educational Leadership from an accredited institution.
- Meet the requirements of the Florida Department of Education and the applicable accrediting agency guidelines for principals; possess a State of Florida Educational Leadership, All Levels, Certificate.
- Possess diocesan Ministry Certification or equivalent or have a plan to attain the required Levels I and II Certification.

- A working knowledge and understanding of best practices in pedagogy and child development.

Application Process:

To apply, please submit the following two documents as separate PDF attachments. Please put "Guardian Catholic" as the Subject. All inquiries, nominations, and applications will be treated with the highest degree of confidentiality and the greatest respect.

1. Cover Letter (no greater than two pages), answering the following questions:
 - a. Why do you find yourself being called to Catholic school leadership?
 - b. Are you available to relocate to the Jacksonville, FL area? When could you do this?
 - c. Can you obtain a letter from your parish certifying that you are a Catholic in good standing?
2. Current resume (include all work- and service-related experiences, dates, and education related to the position).

Salary: Salary and benefits are competitive with the local Catholic school market and commensurate with experience.

Application Deadline: May 31, 2024

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Marie C Keith
Senior Director, Education and Recruiting
Catholic Recruiter Associates
Marie@catholicrecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

P.O. Box 967
Ridgefield, CT 06877
Phone: (203) 438-8475
info@catholicrecruiter.com
www.catholicrecruiter.com