



# HOLY CROSS HIGH SCHOOL



## PRINCIPAL

October 30, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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**Holy Cross High School** is independent, college-preparatory high school, offering a classical curriculum in the Catholic tradition.

Through a community of exceptional faculty, committed administration, supportive families, and generous benefactors, the school endeavors to fulfill its mission: "to educate and form young men and women who will live faithfully, think critically, speak truthfully, and act justly."

Our students are committed to intellectual excellence, moral integrity, and service to others. As they respond courageously to the challenges and opportunities of our age, Holy Cross High School students mirror the school's motto: Vincit qui se vincit - "He conquers, who conquers himself." Our students know that self-mastery is the first, and most crucial step, for living a life of faith and virtue.

## Job Summary/Description:

Holy Cross High School, an independent, classical high school in the Catholic tradition, located in Dover, Delaware, is seeking its first Principal.

Working with the newly appointed President, and with the support of a highly engaged Council of Directors, the Principal will have the opportunity and responsibility of developing all programmatic elements of the high school, centered around a classical curriculum, and informed by an unwavering commitment to Catholic identity. The school is to open with students in grades 9 and 10 for the fall of 2025.

Holy Cross High School operates with the President-Principal model of leadership. In this model, the Principal is responsible for internal operations including instruction, athletics and extracurricular activities, supervision of instructional personnel, curriculum development, Catholic identity and ministry, student safety, discipline, support services and student life.

The President is responsible for the business aspects of the school including budgeting and finance, human resources, advancement, enrollment management, strategic planning, communications, marketing and public relations, alumni relations, and facilities. Both leaders share responsibilities for carrying out the vision and mission of the school, while developing and upholding school traditions and ensuring fidelity to Magisterial teaching.

The Principal reports to the President, with accountability to the Council of Directors.

## Duties & Responsibilities:

- Sets the climate and culture of the school; maintains a visible presence.
- Serves as the academic leader of the school.
- Recruits and retains talented faculty and staff who will maintain the culture of excellence and achievement.
- Defines expectations for staff regarding instructional strategies, classroom management, and communication with the community.
- Observes employee performance and conducts staff and faculty evaluations.
- Maintains a safe, healthful environment for both the students and staff.
- Establishes and communicates expectations for staff and students and holds the school community accountable for high-level performance.
- Prepares school master programs and schedules and makes staff assignments.
- Provides instructional resources and materials to support teaching staff in accomplishing instructional goals. Works to improve instruction and student achievement.
- Oversees the development and operations of athletics and all extra-curricular activities.
- Ensures compliance with legal requirements and government regulations.
- Ensures proper and thorough record-keeping.
- Evaluates all applicants for admissions.
- Manages the assigned elements of the budget.

- Develops an open line of communication with parents and works with them in partnership.
- Attends and participates in major advancement and admissions events as appropriate.
- Maintains a positive rapport with the Diocese of Wilmington.
- Contributes by personal example to an atmosphere of faith commitment in a manner consistent with our Catholic values.
- Develops partnerships with post-secondary institutions and other corporate and community entities to enhance learning opportunities.
- Teaches courses within his/her field of expertise as needed.

## Qualifications:

- Must be a practicing Roman Catholic and be willing to take an Oath of Fidelity to the Magisterium of the Roman Catholic Church.
- Minimum of 5 years of increasingly responsible leadership experience in education including teaching and administration, with a proven track record in achieving academic success. Catholic school experience preferred.
- Experience in a classical school setting highly desired. An appropriate professional development and coaching program will be implemented based on degree of classical school experience.
- Dynamic leadership ability with skills in curriculum implementation, instruction, team building, faculty supervision and development, parental engagement, school safety practices, and effective school management.
- Ability to evaluate instructional programs and teaching effectiveness.
- Knowledge of school operations including budget management, financial reports, and standards of accreditation and certification processes.
- Strong interpersonal skills, drive, and integrity with demonstrated ability to build, foster, and maintain positive relationships with both internal and external constituencies, including faculty, staff, board members, volunteers, students, and families.
- Superior public relations and communication skills to express, orally and in writing, the school's mission, vision, and goals with clarity, passion, and persuasion.

**Salary:** Commensurate with background and experience. Details will be furnished to finalist candidates.

**Application Deadline:** December 15, 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 Keith  
Vice President, Education  
Catholic Recruiter Associates  
[Marie@CatholicRecruiter.com](mailto:Marie@CatholicRecruiter.com)

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

Search managed by:

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