



PRINCIPAL

January 30, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Mission of **Mother Seton School**, a vibrant, Christ-centered community, is to inspire students to strive for academic excellence and dedicate their lives to love and serve Christ in the tradition of St. Elizabeth Ann Seton and St. Vincent de Paul.

Today, Mother Seton School, located less than one mile from the site of Elizabeth's original school, is an important partner for many Maryland and Pennsylvania families as it continues the Seton Legacy of Catholic Education, at the heart of which are the Core Values of Vincentian Education.

MSS boasts an affordable, high-quality Catholic education (preschool through eighth grade) focused on the whole child and welcoming families of many faiths. Our outstanding curriculum helps students develop critical thinking and problem-solving skills, preparing them to meet the challenges of the 21st century, while our award-winning music and arts program stimulates creativity and self-expression. As a certified Maryland Green School, MSS operates an eco-friendly campus, which includes a Monarch Butterfly Way Station, nature trail, and gardens. Our 15-acre campus nestled in the Catoctin Valley encourages outdoor exploration and play, while our proximity to the National Shrine of our patron saint and foundress allows students to develop a strong sense of spirituality that is reflected in school liturgies, our Prayer Partner program and community service.

Mother Seton School offers a science lab, library and media center, integrated classroom technology, a primary and middle school Spanish program, and the Seton LaCroce Learning Center, which provides intervention and enrichment services when needed. Students may take part in a variety of extracurricular activities, including band and chorus, STEM clubs, art club, Healthy Eating Club, Student Council, National Junior Honor Society, and the Seton Chapter of the Vincentian Marian Youth, an international service organization.

Mother Seton School is sponsored by the Daughters of Charity of St. Vincent de Paul, St. Louise Province. Provincial leaders provide direction in school governance and formation for mission and appoint the president, principal, and chairperson of the Board of Directors.

Key Responsibilities:

Spiritual & Mission Leadership

- Provide visible spiritual leadership to the school community, ensuring regular religious and ministry activities for students and staff.
- Promote the Vincentian/Setonian charism through school culture, service, and outreach programs.
- Ensure that all school policies and procedures align with the mission of a Catholic academic community.

Educational Leadership

- Design, oversee, and evaluate the academic program in collaboration with faculty.
- Ensure the implementation of Archdiocesan curriculum standards and instructional strategies that meet the needs of all learners.
- Supervise and evaluate faculty and staff in accordance with school and Archdiocesan policies
- Oversee curricular materials, scheduling, and instructional planning.
- Provide professional development opportunities to support faculty growth and student achievement.
- Participate in educational planning and assessment procedures to support students with accommodations and diverse learning needs.

Student Services & Community Life

- Approve and oversee student activities, events, and programs in collaboration with staff and families.
- Develop and supervise programs for guidance, discipline, and student services.
- Maintain open communication with students and parents to ensure student learning, well-being, and a positive school environment.
- Determine student admissions in alignment with school policy and meet with families regarding student needs and concerns.

Operational Leadership

- Determine staffing needs and oversee the hiring and evaluation of faculty and staff.
- Ensure compliance with safety protocols and conduct required emergency drills.
- Collaborate with the Finance Office on budget needs and operational goals.
- Support Advancement Office and Home and School Association fundraising, and school programs and events.

Other Responsibilities

Perform other duties as assigned by the President or Board of Directors.

Qualifications:

- Practicing Catholic in good standing with the Church
- Master's degree in Educational Administration or a related field
- 3-5 years of teaching or administrative experience in a Catholic school



Salary: Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

Application Deadline: March 15, 2026

(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

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

This position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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