



# PRINCIPAL

December 7, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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Oakland Catholic High School is a Christ-centered, college preparatory school for young women of diverse backgrounds. The Oakland Catholic community is committed to an environment that promotes spiritual formation, excellence in education, a wide range of activities and athletics, and service to others.

Formed under the patronage of St. Joan of Arc, Oakland Catholic is dedicated to teaching young women to lead lives of faith, courage and commitment as they lay the foundation for their future as responsible and respected global leaders.

Oakland Catholic High School dedicates itself to providing a value-oriented, college preparatory education for young women in an atmosphere that regards the Roman Catholic Church's values as catalysts for action. We serve several constituencies: The Bishop and Diocese of Pittsburgh, students and parents, and the broader community. We hold ourselves and our students accountable for the development of healthy, creative, and expressive women who are encouraged to use their God-given talents in pursuits that satisfy personal and communal needs. Aware of the dignity of the students in our care, we fulfill our mission by developing their spiritual, intellectual, and personal potential.

## Job Summary:

Oakland Catholic High School operates under a President-Principal leadership model. In this model, the President serves as the school's CEO with responsibilities for the school's finances, fundraising, facilities, and overall operational vitality. The President delegates day-to-day operations of the school to the Principal. Together, this team is charged with ensuring that Oakland Catholic remains fully committed to its Mission of providing an authentically Catholic education in an all-girls environment.

The Office of Principal has as its primary purpose to provide educational leadership of Oakland Catholic High School in accordance with the mission statement, the Incorporated Bylaws, and Service Agreement with the Diocese of Pittsburgh.

The Principal is the educational leader and is a facilitator of the community of faith and bears the responsibility for the integration of faith and culture within the school.

The Principal has the primary responsibility for achieving the mission of the school by maintaining and developing a school strong in academic achievement, counseling and guidance services, and by providing ample programs to meet the co-curricular and extra-curricular needs of the students.

The Principal serves as liaison to the Board of Directors. The Principal works closely with the President, the Board of Directors, and in varying degrees, with other groups within the school community to provide leadership in establishing the high quality of Catholic education as delivered by the teaching staff.

The Principal's close collaboration with the President and commitment to the process of administrative alignment is critical to his or her efficacy and must serve as the foundation for all inherent duties and responsibilities.

**Appointed By:** The Bishop for the Diocese of Pittsburgh

**Supervised & Evaluated By:** Superintendent of Catholic Schools through procedures established by the Superintendent of Catholic Schools and the Catholic High Schools of the Diocese of Pittsburgh, Inc. (CHSDOP) Board of Directors

### **Supervises:**

- All Faculty and Professional Staff (teachers, counselors, etc.)
- Athletic Director and Coaches
- Academic Technology Staff
- School's Office Staff

## Duties & Responsibilities:

### Faith Community/Catholic Character

- Ensures that the Catholic dimension of the school is developed and promoted among students, faculty, staff, and parents in collaboration with the President, Director of Mission Integration, and CHSDOP Board of Members.
- In conjunction with the President, articulates the mission of the school to alumnae, parents, students, faculty, staff and wider community.
- Monitors the expression of Catholic identity in all facets of school life in cooperation with the President, Director of Mission Integration, and Campus Minister.
- Serves as an example to students, faculty, and staff on how to live out our mission through active participation in school Masses, retreats, and mission trips.
- Employs faculty and staff whose values are compatible with the mission of the school.
- Maintains a discipline program with the Assistant Principal(s) which is consistent with the Catholic nature of the school.
- Provides opportunities for school liturgies and paraliturgical services in conjunction with the President, Director of Mission Integration, and Campus Minister.
- Ensures that students, faculty and staff have awareness of the global family of social justice issues.
- Monitors compliance with the Diocesan requirements by ensuring that all employees and other individuals (subject to policy requirements) fulfill all state mandated requirements and clearances, including *Protecting God's Children* and the *Catholic Identity Clause*.
- Works with the Chaplain, Director of Mission Integration, and Director of Catholic School Catechesis to ensure that Catholic teaching as outlined by the United States Conference of Catholic Bishops (USCCB) is maintained throughout the curriculum.

### School Operations, Policies and Procedures

- Works in collaboration with the President, the Superintendent of Catholic Schools and the Diocesan Communications Office to ensure appropriate communication with various audiences and media. Provides input to the President and Board of Directors into periodic review of the philosophy and mission statement of the school.
- Works in conjunction with the President and Board of Directors to prepare a written "State of the School" report annually to CHSDOP.
- Implements policies with regard to academic affairs, student affairs, athletic affairs, and campus ministry affairs after collaborative discussion with the President.
- Attends all Board meetings as a voting, ex-officio member.
- Serves as ex-officio member of all Board committees
- Prepares and presents a written report at each Board meeting on school matters.
- Collaborates with the President and Board in the development of strategic, short, and long-term plans.

- In collaboration with the President, respects and adheres to an established organizational structure through which the working relationships and lines of authority and responsibility for the operation of the school are clearly defined.
- Maintains a consultative, collaborative relationship with the President. Meets with the President at least weekly and supports and communicates regularly with the President on an individual basis.
- Collaborates with the President on strategic and long-range planning and development goals.
- In collaboration with the President, communicates the strategic plan, short-term and long-term goals and objectives, and the mission to the school community and the wider community.
- Attends appropriate diocesan meetings.
- Works in collaboration with the President in the timely preparation of the annual operational budget in the principal's areas of responsibility.
- With input from the Board of Directors, takes responsibility, along with the President, for the sound fiscal operation and management of the school according to norms and policies established by CHSDOP.
- Ensures that CHSDOP policies related to the Principal's duties are followed by the school.
- In conjunction with the President, maintains good working relations with the diocesan authorities and with other Catholic schools.
- Promotes and maintains open channels of communication on matters of mutual concern with local, city and public school districts.
- Prepares and disseminates all editions of the Faculty/Staff and Student Handbooks with input from the President.
- Ensures compliance with all accreditation agencies.
- Ensures compliance with PIAA/WPIAL procedures, rules and regulations.
- Complies with all terms of the FPDT Agreement.

### **Staff Recruitment/Development**

- Creates and maintains an environment within the school that fosters strong morale.
- In collaboration with the President and Director of Mission Integration, hires faculty and staff, making certain that all employees are in conformity with all diocesan requirements including all state mandated clearances and Protecting God's Children as well as understanding the requirements of the *Catholic Identity Clause*.
- Provides orientation and ongoing mentoring for new teachers in conjunction with the Principal's Administrative Team including the Director of Mission Integration.
- Coordinates agendas for faculty meetings and in-service professional development days.
- Communicates regularly with the President regarding all personnel matters.

- Seeks to develop an understanding of the religious, demographic, and socioeconomic composition of the school's catchment area as it impacts the school and its future.
- Participates in professional organizations and appropriate professional development activities.
- Ensures the quality of the teaching-learning process in cooperation with the Assistant Principal(s) and/or Deans.
- Cultivates leadership and advancement opportunities within the ranks of faculty and staff.
- Hires coaches in consultation with the Director of Athletics, President, and Director of Mission Integration.
- Ensures the quality of the Guidance and Counseling Program.
- Serves as a liaison between the faculty and school staff and the Office of the President.
- Ensures that there are in-place appropriate systems of professional development and evaluation for all faculty, academic administration, and staff.

### **Student Affairs**

- Works closely with the Assistant Principal(s) and/or Deans on all student issues.
- Follows diocesan policy regarding suspensions and expulsion of students.
- Supervises the administration of the discipline policies of the school.
- Ensures the timely appointment and supervision of all student advisors and moderators.
- Attend academic, athletic events, and school sponsored student events outside of school hours to supervise students but to also show support of their interests and to build stronger connections with them. This could also include some events at Central Catholic High School, our brother school.
- Oversees the completion of all official accreditation, diocesan and state reports.
- Supervises the development of the school calendar.

### **Academic Affairs**

- Works closely with the Diocesan Assistant Superintendent for Curriculum in curriculum development.
- Collaborates with the Assistant Principal(s) in the assignment of teaching and other professional responsibilities as the needs of the school require.
- Oversees the student registration process.
- Monitors the preparation of the master schedule.
- Oversees daily technology operations pertaining to academic programs of the school.
- Oversees the reporting of student progress.
- Oversees the assignment of substitute teachers.
- Manages the school in compliance with all policies of the Diocese of Pittsburgh.
- Directly responsible for the evaluation and supervision of the teaching staff including the Professional Staff and Co-curricular Coaches and Monitors.

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

**Application Deadline:** February 1, 2025

*(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:

**CATHOLIC RECRUITER ASSOCIATES**

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