



CATHOLIC DIOCESE OF SHREVEPORT
Serving the faithful of North Louisiana



PRINCIPAL ST. JOSEPH PARISH SCHOOL

June 24, 2019



CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Diocese of Shreveport (<http://www.dioshpt.org/>) located in Northern Louisiana is home to nearly 40,000 Catholics or 5% of the area's population. St. Joseph Catholic school (<http://sisfalcons.org/>) is a PreK3 through 8 parish school, which enrolls approximately 300 boys and girls, and whose stated mission is "...to provide a religious and academic education that prepares students to become responsible members of their family, Church, and community."

Reports to:

Father Matthew Long, Pastor, St. Joseph's parish. (In a parish school, the principal reports to the parish pastor and to the Superintendent of Schools (Sister Carol Shively), concerning all matters relating to the life and activity of the school; in the regional school, the principal reports to the Superintendent of Schools

Responsibilities

- Work in collaboration with the Bishop, Vicar General and various consultative bodies Promotes Catholic identity by integrating Gospel values and Christian principles in all aspects of the school.
- Gives evidence of personal commitment to the Catholic faith and models an active faith life.
- Hires and terminates teachers and staff members.
- Supervises the educational program and maintains an ongoing evaluation of the program, staff and students.
- Sets annual goals with faculty and staff.
- Nurtures an atmosphere conducive to learning.
- Provides opportunities for staff development, curriculum development, and professional development.
- Demonstrates effective organization skills for day-to-day operations of the school.
- Oversees VIRTUS training for students, employees and volunteers in the school.
- Executes procedures and policies of the Diocese of Shreveport.
- Works to maintain effective public relations.
- Develops and monitors the annual budget.
- Develops and maintains a comprehensive capital improvement and maintenance Develops and implements a comprehensive security and safety plan to include all policies and regulations of the Diocese of Shreveport plan.
- Coordinates all fund-raising efforts.
- Maintains general oversight of all standing and ad-hoc school committees.
- Oversees the appointment of council members; works with advisory council members, in appropriate areas, for the maximum benefit for the school's clientele.
- Coordinates all accreditation activities.
- Attends meetings as requested.
- Serves as a member of the pastor's staff (if a parish school).
- Represents the school (and the pastor – if applicable) in educational matters.
- Other duties as assigned by the parish pastor and/or the Superintendent of Schools.

Qualifications

- Practicing Catholic.
- Master's Degree in Educational Administration or its equivalent.
- Evidence of prior school administration experience.
- Excellent knowledge of curriculum and pedagogy.
- At least 5 years teaching experience, with a minimum of 3 years' experience in a Catholic school.
- Eligible for state certification.
- Collaborative leadership style.

Skills and Knowledge

- Understanding and support of the current teachings of the Catholic Church.
- Excellent oral and written communication skills.
- Ability to maintain a high level of organization.
- Ability to supervise and to give direction.
- Ability to follow-through.
- Ability to multi-task.
- Effective conflict-resolution skills.
- Ability to drive to required meetings.

Other

Salary Range	As determined by years of experience and degree level; set in consultation with the Superintendent of Schools.
Working Environment	Preference in hiring is given to practicing Catholics in full communion with the teachings of the Catholic Church. All employees must show respect for the institutions of the Church.
Application Deadline	August 30, 2019 <i>(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to insure your background will be considered.)</i>

For consideration, please email resume to:

Arlene McSweeney, Ed.D.

Senior Vice President, Catholic Recruiter Associates

Arlene@CatholicRecruiter.com

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