

St. Elizabeth Ann Seton
Catholic School



THE ROMAN CATHOLIC
DIOCESE of LAS VEGAS



PRINCIPAL

ST. ELIZABETH ANN SETON CATHOLIC SCHOOL

Diocese of Las Vegas
January 28, 2019

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Diocese of Las Vegas (dioceseoflasvegas.org) is seeking a qualified and experienced educational leader for the position of Principal effective with the 2019-2020 academic year. St. Elizabeth Ann Seton Catholic School (www.seaslvc.org) has a rich tradition of academic excellence serving students in Kindergarten through Grade Eight.

POSITION

The new principal will be responsible for the operational aspects of the school, which include all academic programs, faith development, learning programs, athletics, student activities, counseling program, health and safety policies, and academic technology.

REPORTS TO: Pastor/Superintendent

EFFECTIVE DATE: July 1, 2019

POSITION DESCRIPTION

Primary functions of this position are to manage and provide opportunities for spiritual growth for students and faculty; create an environment that promotes the Catholic faith and moral development of the school community; provide leadership in curriculum development; plan for financial resources and development; conduct staff development programs; evaluate and supervise faculty, staff, students, and volunteers; and work collaboratively with school volunteers as well as Diocesan and parish groups.

RESPONSIBILITIES

Overall role is to be the educational administrator and catechetical leader of the school, responsible for the day-to-day operations and management of the school, reporting directly to the Pastor and Superintendent.

KNOWLEDGE AND SKILLS REQUIRED

- Practicing Roman Catholic with a strong commitment and working knowledge of the Catholic faith
- Minimum of three years administrative experience within Catholic education
- Collaborative leadership style
- Comprehensive working knowledge of school finance and budgeting
- Knowledge of all aspects of institutional advancement and fundraising
- Ability to oversee plant and facilities management in order to maintain a safe and attractive learning environment
- High level of interpersonal, collaborative, organizational, and administrative skills with the ability to implement policies, directives, and initiatives

OTHER

Application Deadline

April 15, 2019

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.

How to Apply

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:

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