



PRINCIPAL

October 20, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Mission

St. Elizabeth Ann Seton Catholic School is a college preparatory school serving grades sixth through twelve. With a small student population, a 7:1 student to teacher ratio and a rigorous STREAM academic curriculum this school is a jewel in the beautiful seaside community of Myrtle Beach. We are committed to providing a safe and nurturing environment in which our young men and women may achieve a well-rounded education in Faith, character, service, and academic excellence.

Vision

St. Elizabeth Ann Seton Catholic School provides a safe nurturing environment where knowledge is pursued with excellence, where faith is rooted in Christ, and where character is exemplified through service.

Position Summary:

The Diocese of Charleston Office of Catholic Education seeks a mission-centered, dynamic, innovative, visionary, collaborative, results-driven academic leader for the position of Principal of St Elizabeth Ann Seton Catholic School.

Reports To: President

Start Date: June 1, 2024

Overview:

St. Elizabeth Ann Seton High School is Growth focused Catholic community serving an increasingly diverse student population due to the tremendous influx into the Myrtle Beach area. God enables us to educate through care grounded in faith. Through a rigorous and varied course of study, everyone is presented with the necessary tools to succeed as lifelong learners. We provide a safe, nurturing, and challenging environment to prepare our students for college, career, and beyond as productive citizens grounded in the morals and values of our Faith.

The Principal is hired by and accountable to the Bishop of the Diocese of Charleston. The Principal works with and reports to the President of St. Elizabeth Ann Seton. Furthermore, the Principal is expected to abide by the established policies and procedures of the Diocese of Charleston, the Catholic Schools' Office, and the directives of the Superintendent of Catholic Schools. As a diocesan employee, the Principal participates in the annual evaluation process, and must pursue continuing education and professional development.

The Principal has both the authority and responsibility for the school's academic success and continuous improvement along with the mission of fostering a safe and caring environment that produces future leaders by providing an outstanding school experience. The primary focus of the role is centered on the following characteristics, duties, and responsibilities:

- **Catholic Identity:** Responsible for fostering and role modeling a culture of academic excellence and Gospel values. Advances a spirit conducive to prayer and study across the school community.
- **Leadership:** Provides personal and visible leadership to all members of the learning community and seeks continuous school improvement in a student-centric environment. The principal ensures equity in educational opportunities, supports academic programs and enhancements, and demonstrates a strong commitment to 21st century learning and awareness while providing a safe, rigorous, relevant, quality education for all students. Reports to President.
- **Academic Affairs:** The principal is the curriculum and instructional leader who understands that the business of school is school. He/she also designs the academic program of the school ensuring program enhancement using the most current research and best practices available to education, provides for the teaching assignments of the teachers, requisitions instructional materials and equipment. and approves the master roster for the school. Inspires teachers to excel in their respective area of expertise.
- **Enrollment and Advancement Management:** Collaborates with the President and the School's Board of Directors/Advisory Board in enrollment and advancement initiatives aimed at increasing enrollment and retention and cultivating alumni and institutional partnerships.
- **Student Affairs:** Oversees the successful implementation of all student activities in providing co-curricular and extracurricular opportunities for students. Student leadership development is key in student development.
- **Student Services:** Provides for the student-centric climate, enforcement of the local school code of conduct, for the availability of guidance and counseling services, and for the delivery of other services that are offered to students. Provides leadership, life, and

social emotional learning (SEL) opportunities which are essential in today's ever-changing world.

- **Student Admissions:** Along with the President's staff, assists in the developing the criteria for admission to the school that are consistent with Diocesan guidelines and makes certain that these criteria are consistently utilized in making decisions concerning admissions to the school. Co-coordinates admission process for international students and their agencies.
- **Supervision:** Directs the hiring, supervision, and evaluation of the teaching faculty and support staff. The principal also provides for the revision of the instructional programs and for continuing staff and professional development.
- **Personnel:** In accord with the protocols approved for religious and diocesan priests, and in consultation with the President of the school, the principal selects members of the teaching staff, the school counseling staff, activity moderators, and support staff. Likewise, the Principal, in consultation with the President, initiates the termination process for the above-mentioned personnel following the archdiocesan guidelines and the procedures outlined in the Labor-Management Agreement.
- **Other:** Provides oversight on the continued progress and success of the school's internal strategic plan.
 - Integrates the Cognia Accreditation planning with the school's strategic plan.
 - Serves on President's Leadership Team.
 - Aligns with the President's and Board's strategic vision that prioritizes innovative programming and initiatives for mission advancement.
 - Sets and models high standards for the building leadership team, leading academic, student life, and support personnel.
 - Builds relationships with higher education institutions and businesses where appropriate to advance academic offerings and gain competitive advantage.
 - As needed, attend Board of Limited Jurisdiction/Advisory Board Meetings and Relevant Committee Meetings.
 - Other duties as assigned.

Qualifications & Experience:

- Advanced graduate degree preferred, specifically in educational leadership.
- A valid Secondary South Carolina Principal's Certificate is desired.
- Five years of successful teaching experience.
- Strong motivational skills, instructional leadership, time management, collaborative, organizational, oral, and written communication skills; decision making, conflict prevention, and resolution skills.
- Ability to work productively and positively with faculty, staff, parents, and community.
- Ability to promote an environment, which fosters elevated expectations for students, faculty, staff, and self, rooted in the teachings of Jesus Christ.
- Ability to monitor student progress and promote student achievement for all students.
- Successful participation in staff and curriculum development activities.
- Previous administrative experience.
- Knowledge of working with EANS, Catapult, and other educational support organizations.

Salary: Commensurate with background and experience.

Application Deadline: December 15, 2023
(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:

Miriam Brackett-Santos
Senior Director, Education and Project Recruiting
Catholic Recruiter Associates
Miriam@CatholicRecruiter.com

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

Search managed by:



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