



PRINCIPAL

August 26, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Mission: To develop good stewards of our world, St. John Neumann Catholic School is dedicated to serving all who seek an environment rich in Christian values and academic excellence.

Vision: St. John Neumann Catholic School provides a safe nurturing environment where knowledge is pursued with excellence, where faith is rooted in Christ and where character is demonstrated through example and service.

St. John Neumann Catholic School is the parish school for the St. John Neumann Catholic Church and is the largest PreK 3-6th grade Catholic School in the Columbia area. It is growth focused, serving an increasingly diverse student population. God enables us to educate through care grounded in faith. Through a rigorous curriculum, all students are provided the necessary tools to succeed in the next stage of their educational journey. Most students go on to a nearby diocesan school, Cardinal Newman, which serves grades 7 through 12.

Position Summary:

St. John Neumann Catholic School, a parochial school within the Diocese of Charleston, seeks a mission-centered, dynamic, innovative, visionary, results-driven, spiritual, and academic leader who is a strong Catholic in faith and practice for the position of Principal.

The principal is hired by the pastor in collaboration with the Diocese of Charleston's Catholic Schools Office. The principal works with and reports to the pastor. The principal is expected to abide by the established policies and procedures of the Parish, Diocese of Charleston, the Catholic Schools' Office, and the directives of the Superintendent of Catholic Schools. The principal participates in the parish/diocesan annual evaluation process and must pursue continuing education and professional development.

Job Title: Principal

Reports To: Pastor/Catholic Schools Office of the Diocese of Charleston

Start Date: July 1, 2025

Essential Duties & Responsibilities:

Catholic Identity

- Responsible for fostering and modeling a culture of academic excellence and Gospel values.
- Advances a spirit of prayer, service, and virtues.

Leadership

- Provides personal and visible leadership to all members of the learning community seeking continuous school improvement in a student-centric environment.
- Ensures equity in educational opportunities, supports academic programs, and demonstrates a strong commitment to 21st century learning, while ensuring a safe, rigorous, and high-quality education for students.

Academics

- The principal is the curriculum and instructional leader.
- Implements a PreK 3-6th grade program that considers the most current research and best practices available to education.
- Requisitions instructional materials and equipment.
- Inspires the teachers and staff to excel in their respective area of expertise.

Enrollment & Advancement

- Collaborates with the pastor and the School Advisory Council in advancement and initiatives aimed at increasing enrollment and retention.

Supervision

- Directs the hiring, supervision, and evaluation of the teaching faculty and support staff.
- Provides for the revision of the instructional programs and for continuing professional development.

Personnel

- In accord with the protocols approved by the Diocese, the principal selects members of the teaching and support staff.
- In consultation with the pastor, the principal initiates the termination process for personnel following the Diocesan guidelines and procedures outlined in the contractual agreement.

Other

- Provides oversight on the continued progress of the school's internal strategic plan.
- Integrates the Cognia Accreditation planning with the school's strategic plan.
- Sets and models high standards for all in and out of the building.
- Builds relationships with the other Columbia Area Catholic Schools administration.
- Other duties as assigned.

Skills & Characteristics:

- Practicing Catholic and fully able to model Catholic values, adhere to Catholic teachings, and participate in sacramental life.
- Strong motivational and instructional leader, 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 the community.
- Ability to promote an environment which fosters high expectations for students, faculty, staff, and self, that is rooted in the teachings of Jesus Christ.
- Ability to monitor student progress and promote student achievement for all students.
- Successful designing of and participation in staff and curriculum development activities.

Qualifications & Experience:

- Advanced Graduate Degree preferred, specifically in educational leadership.
- Have or be eligible for a South Carolina Elementary Principal's Certificate or have administrative certification from another state.
- Five years of successful teaching experience.
- Previous administrative experience.
- Knowledge of working with local LEAs.
- Knowledge of working with EANS, Catapult, and other educational support organizations.
- Ability to successfully complete the Diocese of Charleston background screening.

Salary: \$90,000-\$100,000 depending on qualifications and experience. This position offers comprehensive benefits and a retirement plan. Details available from Human Resources.

Application Deadline: November 15, 2024
(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.

Search managed by:



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