



Saint Ursula School



PRINCIPAL

March 1, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The mission of the Parish: To form disciples of Jesus Christ who joyfully live out the Gospel.

The purpose of the School: To nurture and sustain the God-given gifts of every person we encounter in service to the mission of Jesus Christ, and in the pursuit of academic excellence.

Since opening our doors in 1940, we have remained dedicated to providing our students with a superior educational experience that goes well beyond what is learned in the classroom. Our students develop into well-rounded individuals, who show compassion and concern for others. The safe and loving environment of **St. Ursula School** encourages its students to grow spiritually, socially, and emotionally.

Position Summary:

Our Principal plays a crucial role in guiding the overall educational program, ensuring that instructional practices, programs, and activities align with the school's mission, philosophy, goals, and objectives.

Demonstrating a strong commitment to the Gospel and the Catholic faith, our Principal builds a faith community within the school and parish, effectively communicating the Catholic mission to all stakeholders.

Our Principal promotes Catholic values and nurtures the faith formation and spirituality of faculty, staff, and students while fostering an environment that embodies our Catholic identity and facilitates encounters with the presence of Christ.

This position directly reports to the Pastor.

Essential Functions:

The Principal implements the Roman Catholic Church's educational ministry for the school and the community it serves, ensuring its Catholic identity. As such, the principal provides instructional leadership that attracts and retains excellent faculty and staff, ensures that the academic goals achieved comply with the instructional guidelines and policies of the Archdiocese of Baltimore (AOB), and maintains the school's accreditation. The Principal serves as the primary face of the school to all constituents. More specifically:

Instructional Leadership

- Oversees an instructional plan consistent with the mission, philosophy, goals, and objectives of the school and the parish.
- Provides instructional leadership for the implementation of the curriculum of the AOB.
- Works consistently toward improving the quality of instruction within the school by fostering the professional growth of the instructional staff.
- Provides for the scheduling and supervision of all student activities.
- Implements the recommended AOB process of teacher supervision and evaluation.

Board

- Participates with the School Board and its advisory committees.
- Assists the School Board in preparing, understanding, and implementing the School's Strategic Plan and informs the Board on Archdiocesan educational policies and activities as well as national trends and research highlights.
- Manages the school's annual operating budget in concert with the Parish Controller, the School Board Finance Committee, the Pastor, and Parish Finance Committee.
- Prepares and presents recommendations for the annual operations budget to the School Board/Superintendent.

Personnel Selection, Development, Management

- Hires, supervises, evaluates, disciplines, and terminates all academic, program, and support staff in consultation with the Pastor. (See organizational chart for details).
- Participates with School and parish leadership in identifying and supporting financial prospects for the school, seeking alternative sources of revenue such as, but not limited to, an annual fund, an endowment fund, and planned giving opportunities, and supports other institutional advancement efforts of the school.
- Maintains and enforces a non-discrimination environment in all activities.

Student Development

- Promotes cooperation with local parish and community groups and assists in the recruitment of students.

- Directs and implements policies for student retention, promotion, graduation, suspension, and dismissal. Maintains communications with the parents/guardians of the affected students.
- Selects and recommends candidates for scholarships and tuition assistance.

General Administration and Organization

- Operates and administers the school following the AOB policy, which includes spiritual, educational, and administrative duties. Implements policies approved by the Pastor.
- Ensures that the records of students and faculty are maintained, as required.
- Works to establish procedures to ensure the safety and security of students and all other personnel while on school property.
- Coordinates responsibilities and duties of the Assistant Principal and other staff.
- Establishes a periodic review of school regulations, compliance, and enforcement in accordance with the AOB Policy Manual.
- Oversees teacher certification.
- Develops the school calendar in collaboration with the Pastor/Superintendent.
- Establishes and administers personnel policies for faculty and staff.
- Prepares all necessary reports to the Pastor, School Board, and AOB Department of Catholic Schools.
- Creates a robust leadership development culture that recognizes the need for all school faculty and staff to actively promote and prepare the next generation of school leadership for St. John's and the broader AOB school community.

Community Relations

- Recognizes that Catholic schools and students thrive through a vibrant connection with the parish life and works closely with the pastor and parish staff to integrate students into the life and mission of the parish and the Church.
- Strives to bring the parish's mission, evangelization, and discipleship into the school and the lives of the faculty, students, and their parents.
- Oversees a public relations/marketing program which enhances the image of the school in the local community.
- Collaborates with the parish staff to authorize the use of the school facilities by outside groups.
- Serves as liaison with parent and student organizations as needed. Provides inspirational leadership and visibility at school and community events.
- Recruits and maintains competent, professional, and qualified staff, providing development programs that encourage their spiritual, intellectual, and professional growth.

Position Qualifications

- Practicing Catholic, fully able to model Christian values, adhere to the Catholic Church's teachings, participate in the Church's sacramental life, and remain obedient to the Magisterium of the Catholic Church.
- Demonstrated commitment to the mission of Catholic education.
- Master's degree from an accredited institution in educational administration, supervision, curriculum development, or education.
- Maryland certification as a Principal (ADMIN I & II).
- Minimum of three years of teaching experience at the appropriate level. Three or more years of experience in a Catholic school is preferred.
- Catechist certification or ongoing faith formation.
- Technology competency (e.g., database, spreadsheet, word processing, and related applications).
- Collaborative leadership style with strong interpersonal and team-building skills.
- Good oral and written communication and motivational skills.

Application Process:

To apply, please submit the following documentation, confidentially, and as separate PDF attachments:

1. Current resume (include all work- and service-related experiences, dates, and education related to the position)
2. Applicable certifications
3. Licensures (PEL)
4. Transcripts
5. Reference contact information

Salary: \$85,000-\$110,000 (annualized). Commensurate with background and experience. Comprehensive and competitive **benefits package**, including health, dental, and vision coverage; employer-paid life and disability insurance; automatic enrollment in the 403(b) plan and employer contribution (whether or not the employee contributes); and generous paid holiday, sick and vacation leave.

Application Deadline: April 30, 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

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

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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