



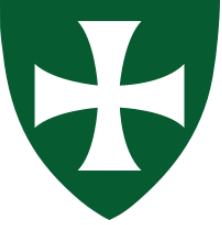
ST. MICHAEL CATHOLIC SCHOOL

Classical Liberal Arts Principal/Headmaster/Headmistress Search Prospectus



St. Michael Catholic School
stmcs.org

Founded in 1942, Saint Michael is a dynamic, coeducational Catholic classical school where students in grades Pre K-8 pursue a superior classical education empowered by strong faculty-student relationships and a vibrant community life.



Job Title: Classical Liberal Arts Principal/Headmaster/Headmistress

School: St. Michael Catholic School

Reports To: Pastor

FLSA Status: Exempt, Full Time with Full Benefits

Contract Time: Twelve (12) Month Contract

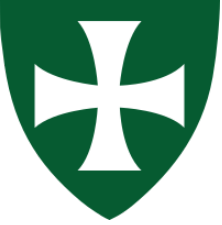
Salary: Commensurate with Qualifications and Scale

Expectations of Conduct:

The mission of the Diocese of Charlotte Catholic Schools is to form students to be virtuous disciples of Christ with eternal salvation as the ultimate goal. All employees are an essential part of this mission and are truly and in a very real sense engaged in a special ministry, or apostolate, of the Roman Catholic Church. Those who publicly represent the Church as employees have a special obligation and responsibility to “exemplify the ethics and integrity lived and taught by Jesus, so that all those we serve will see in us His compassion and love.” (Most Reverend Peter Jugis, Code of Ethics Policy of the Diocese of Charlotte, p. 2)

Therefore, Catholic School employees must conduct themselves in a manner that is consistent with the teachings and precepts of the Catholic Church, promoting the welfare of the diocese and the school.

If you have questions about the tenets of the Catholic Church, please see the Catechism of the Catholic Church.



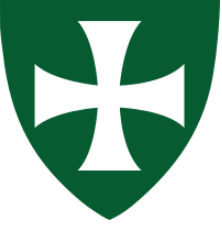
Summary of Position:

The Headmaster supports and implements the pastor's vision for the school in alignment with the Catholic School Office and Bishop Peter J. Jugis' vision for the diocesan educational mission of the school.

As a head of school, the incumbent must have the vision, expertise, and confidence to lead the faculty, staff, and community in the school's mission to build strong families. A leader of a Catholic classical liberal arts school must embrace a profound responsibility to cultivate the intellectual, moral, and spiritual formation of young minds. It is a calling to promote the Catholic faith, the Catholic classical tradition, and the liberal arts in education, integrating them seamlessly into the life of the school. A leader in this context must deeply understand the Catholic intellectual tradition, the riches of the liberal arts, and how these can be integrated into a comprehensive educational program that promotes and leads the Good, the True, and the Beautiful.

In order for the organization may thrive and grow, the Headmaster/Headmistress must take responsibility for the organizational health of the school, leading efforts in development, admissions, and retention of families who share in the mission of St. Michael Catholic School. Such a leader must be a model of servant leadership, above reproach, committed to the flourishing of the school and the well-being of its members, and dedicated to serving the larger community of the Church.





Essential Duties

Duties and responsibilities will include the following; however, other duties may be assigned as required.

Faith Leadership:

- Embody Catholic faith and mission in all aspects of school life, and seek to tie the academic calendar closer to the liturgical calendar through sacramental practices and prayer, stories of Catholic saints and leaders, and viewing everything through a Catholic worldview
- Foster a culture of faith and virtue among students, faculty, and staff
- Collaborate with the pastor and school stakeholders to promote and enhance Catholic identity and culture

Academic Leadership:

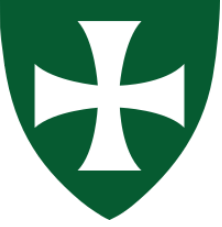
- Possess a comprehensive knowledge of the Catholic liberal arts tradition, including its works, ideas, and practices, and be able to integrate them effectively into the life of the school
- Coach and train staff to help fulfill the school's educational mission within the context of Catholic classical education
- Effectively lead and communicate to teachers and parents the pedagogy specific to St. Michael and the variances that fit within that pedagogical framework
- Provide ongoing evaluation, training and support to faculty to ensure high-quality instruction aligned with the school's liberal arts education mission
- Be held accountable for the overall performance of the school against measurable outcomes
- Continually evaluate student academic progress and adjust instructional practices as needed
- Develop and maintain partnerships with like minded liberal arts classical schools and organizations

Operational Leadership:

- Assist the parish finance administrator in developing and managing the school budget in accordance with parish and Diocesan guidelines and priorities
- Ensure compliance with all applicable laws and regulations related to school operations and student safety
- Maintain accurate and complete records related to student and staff information, finances, and facilities
- Develop and maintain a qualified and effective faculty and staff team
- Collaborate with the school leadership council in developing and implementing the school's strategic plan and vision for Catholic education
- Exemplify and promote among faculty and staff a commitment to strong organizational health

Parent and Community Engagement:

- Communicate the school's educational vision, which emphasizes Catholic and classical liberal arts education, to teachers, students, and families
- Cultivate positive relationships with parents and families through regular communication and involvement opportunities
- Foster a sense of community among students, families, and staff through events and activities
- Serve as a visible and active representative of the school in the local and broader communities
- Partner with parents to carry out the vision of St Michael's which is to "build strong families"



Qualifications

The successful candidate will be a zealous disciple, who is Christ-centered and mission-focused. Also, a dynamic leader who holds a genuine commitment to Catholic education and the liberal arts.

Other important qualifications include:

- A strong Theological formation with a desire to cultivate within others, a love for Sacred Scripture, Vatican II and Catholic Social Teaching that embraces the beauty of our faith
- A strong background in teaching, and leadership experience in a school setting
- The ability to help the Pastor create and grow a positive and collaborative working environment and a strong, vibrant Catholic educational culture
- An approachable leadership style and a willingness to form excellent educational/working relationships with students, faculty, families and stakeholders
- An ability to guide and support students and their families in a relationship of trust and collaboration
- An articulate communicator of the mission and value of Catholic liberal arts education, who can help find, develop and retain high-quality mission-centered teaching staff
- A knowledgeable practitioner of a variety of educational teaching and learning styles and methods in the liberal arts tradition
- A skilled leader in teacher and staff growth and development, including professional education and training, mentoring, and on-going support
- An ability to support the Pastor in the development of budgets and oversight of facilities and maintenance with sound fiscal management
- A desire and ability to lead a strong development/advancement program
- An effective verbal and written communicator who is able to serve as a public face of the school

Education and Experience

Minimum

- Practicing Catholic who subscribes to the tenets of the Catholic Faith
- Bachelor's Degree in a related field
- Previous successful experience in a Classical Liberal Arts school

Preferred

- Master's Degree in Educational Administration or a Master's degree in a related field with administrative coursework.
- Qualified to be licensed by the North Carolina State Department of Public Instruction or by the Diocese of Charlotte
- Previous administrator in a Classical Liberal Arts school
- Strong computer skills (Student Information and Learning Management Systems, virtual classroom and meeting software, productivity software)



Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. To perform the duties of this job:

- The employee is frequently required to sit, talk and hear
- The employee is often required to stand and walk
- The employee must occasionally lift and/or move up to 35 pounds

Work Environment

- The work environment characteristics described by the job functions are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the work
- The noise level in the work environment is usually moderate to high

Supervisory Responsibilities

- Directly supervises faculty and staff, according to diocesan policies, procedures, and applicable laws

To Apply

Send resume with cover letter and [Application for Administrative Position](#) to:

Father Lucas Rossi, Pastor
lcrossi@stmccg.org

Laura C. Oreamuno, Administrative Assistant
LCOreamuno@stmccsg.org

St. Michael Catholic School
704 St. Michaels Lane
Gastonia, NC 28052

