

St. Francis de Sales Church and School is seeking a school principal to continue to lead our tradition of high-quality education in a faith filled environment. The school maintains 3K through 8th grade and serves approximately 170 students. Our parish school is located in the heart of beautiful Lake Geneva in the Archdiocese of Milwaukee.

#### Job Summary:

This leader will fulfill the mission of the local Catholic school by development and administration of the faculty, staff, students, and school operations, according to the National Standards and Benchmarks for Effective Catholic Schools, in the areas of Mission and Catholic Identity; Governance and Leadership; Academic Excellence; and Operational Vitality.

#### Job Requirements:

- Master's degree in Education Administration required, preferably in Education Leadership or related field
- Valid teaching license (Current State of WI teacher license preferred)
- A valid driver's license for the State of Wisconsin
- Minimum of three years' teaching experience required
- Practicing Catholic able to participate in the sacramental life of the Church
- Knowledge and demonstrated ability of leadership & organizational, technological and communication skills
- Working knowledge of office software
- Experience with School Choice administration (preferred)
- Strong collaborative and critical thinking skills
- Bilingual Spanish/English desirable

#### Responsibilities include:

- Works collaboratively with the Pastor and governing body to ensure the school and the employees are guided and driven by a clearly communicated mission statement, Catholic identity rooted in Gospel values and National Standards and Benchmarks, the sacramental life of the Church and the liturgical seasons, and are committed to faith formation, academic excellence, and service.
- Works effectively with the Pastor and governing body, within the context of mutual respect and recognition of legitimate authority, to exercise responsible decision-making for the development and oversight of the school's fidelity to mission, academic excellence, and operational vitality.
- Ensures the school has a clearly articulated, rigorous curriculum aligned with the Archdiocese of Milwaukee standards, 21<sup>st</sup> century skills, and Gospel values, and implemented by qualified faculty and staff through effective classroom instruction.
- Ensures the school uses school-wide assessment practices to document student learning and program effectiveness, to improve student performance, make, and to inform the continuous review of the curriculum and the improvement of instructional practices.
- Oversees non-academic matters including but not limited to: enrollment, marketing, planning, budgets, staff development and maintenance of the school.

- Works collaboratively with the governing board to develop a feasible three to five year financial plan that includes both current and projected budgets and is the result of a collaborative process that emphasizes faithful stewardship. Maintain fiscal control, documentation for expenditures and report accurate fiscal information.

Salary: Commensurate with experience.

For more information about St. Francis de Sales Parish School, visit:

<http://sfdslg.org/School/>

A copy of our Diocesan Application can be found

here: [https://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/4111Principal-TeacherApplication\\_Form.pdf](https://www.archmil.org/CentersofExcellence/DOCsPDFs/Forms/4111Principal-TeacherApplication_Form.pdf)

How to apply: An introductory letter summarizing experience, resume and completed/signed Diocesan application should be sent to the St. Francis de Sales School Principal Search Committee at [principalsearch@sfdslg.org](mailto:principalsearch@sfdslg.org). Review of applications will begin immediately and continue until the position is filled. The new principal is expected to begin prior to the 2019/2020 school year.