

San Juan Diego Catholic Academy

- Position:** Principal CEO
- Job Begins:** 2019-2020 School Year
- Enrollment:** Approximately 200 students
- Grade Levels:** K – 8
- Demographics:** San Juan Diego Academy is a collaborative of six Greater-Grand Rapids Spanish-speaking parishes: The Cathedral of St. Andrew, Holy Name of Jesus, St. Joseph the Worker, St. Francis Xavier/Our Lady of Guadalupe, Our Lady of Sorrows and St. Mary's. It is both a school with a mission and a mission school. The Latino population is the fastest growing demographic of school aged children in West Michigan, a population that often fails to graduate from high school. Founded in 2010, the academy is an educational leader, with a successful track record of improving academic outcomes for Latino students and creating a college-going culture of high expectations. Grand Rapids/Wyoming are dynamic, forward looking cities located just 45 minutes from the sandy shores of Lake Michigan.
- Mission:** In partnership with family, parish and the greater community, San Juan Diego Academy educates, mentors and inspires Latino children to achieve academic excellence and live their Catholic faith.
- Purpose:** It exists to graduate interculturally competent and academically superior servant leaders who positively influence our Church, community and the diverse economy in which we now live.

Position Overview

With a well-crafted strategic plan in place and having recently completed a successful capital campaign, we are seeking a qualified individual to be the leader of a school community that prides itself in preparing Latino students to achieve academic success in high school and beyond. The ideal candidate will actively engage our many partners and stakeholders working collaboratively with educational partners to help students internalize expectations to attend college; and help them develop spiritual readiness for lives of servant leadership as practicing Catholics. This person will empower families to participate in a culturally diverse society from a position of strength, with reverence, ease and confidence.

The individual awarded this position will lead a staff of 20, support parent and volunteer engagement, and help us reach our enrollment goal of 225 students. The position calls for a faith-filled administrator, with excellent leadership and communication skills who will embrace our mission.

Qualifications:

1. Master's degree in educational leadership/administration, organizational leadership, business administration, institutional advancement or a related field
2. The candidate must be a committed and passionate leader with a love for Catholic education
3. A practicing Roman Catholic in good standing
4. Understands the structures, tenets and institutions of the Catholic Church
5. Willingness to obtain Diocesan Advanced Catechist certification within five years
6. Preference for bi-lingual (English and Spanish) candidate
7. Final approval of the candidate by the Superintendent

Skills:

1. Desire to foster the faith life of the community and advance the mission of the Church
2. Ability to develop and/or shape strategic vision
3. Ability to communicate the vision, and to engage the community
4. Strong interpersonal skills, including excellent communication skills, preferably in both English and Spanish
5. Collaborative team builder -- across faculty, staff, parents, boards, donors, and parishes
6. Experience in leading change. Ability to motivate and influence diverse audiences.
7. Vision for excellence in Catholic education.
8. Solid operational administrative and management skills, including planning and delegation experience
9. Strong problem-solving skills, with sound decision making practices
10. Life-long learner with a deep curiosity and willingness to embrace change and the "new"
11. Intercultural competence

Responsibilities:

1. School Faith Community Leadership
2. Instructional Leadership
3. Student Affairs
4. Parent Relations
5. Faculty and Staff Leadership
6. Business Management/Financial Management
7. Development/Institutional Advancement
8. Board Relations
9. Parish Liaison for School
10. External Community Relations

Accountability:

Hired by the Canonical administrator in consideration of the Board's recommendation and with the approval of the Superintendent of Catholic Schools; reports to the Canonical Administrator and is evaluated by the Canonical Administrator or their designee (Board Chair) according to the process established by the Superintendent of Catholic Schools. Accountable to the School Board for the areas of responsibility delegated to the Board by the Pastors and the Diocese. Accountable to the Superintendent of Catholic Schools in certain matters where diocesan policy and direction are concerned.

San Juan Diego Academy uses the Diocese of Grand Rapids curriculum, recently updated in 2017. We are accredited through the Michigan Association of Nonpublic Schools.

Salary:

Competitive within the Catholic school market

Apply to:

Fr. Stephen Dudek D. Min.
1630 Godfrey Ave. SW
Wyoming, Michigan 49509

Stephendudek@comcast.net

Apply by:

Applications will continue to be accepted until the position is filled.

Apply with:

Please attach a detailed letter of application with a resume, along with a diocesan employment application located [here](#).