

## St. Mary School in Spring Lake, Michigan Announces an Exciting Leadership Position

**Position:** School Principal

**Job Begins:** July 2019

**Enrollment:** Approximately 200 students

**Grade Levels:** Pre-K through 8<sup>th</sup> Grade

**Demographics:** Spring Lake is situated within the “Tri-Cities” of Grand Haven and Ferrysburg along the shores of Lake Michigan and Spring Lake in one of the fastest-growing regions of Michigan. New businesses are opening in this area, and it is only about 30 minutes from downtown Grand Rapids, the second-largest city in Michigan. The community at-large is primarily Christian with several thousand active Catholics attending two parishes.

**School Culture:** St. Mary’s School is a ministry of St. Mary’s Church working in close collaboration with St. Patrick-St. Anthony Parish in Grand Haven. The Catholic community is extremely supportive and helped construct a brand-new, state-of-the-art school building in 2016. Our high-achieving students strive to develop their relationship with Christ in order to form disciples who are inspired to transform the world.

### Position Overview

We are searching for an individual who seeks to be the leader of a school community that prides itself on providing the highest quality education, immersed in the practices of our faith and the teachings of our Lord. The dynamic individual that we seek to fill this role would be first and foremost a practicing Catholic, deeply rooted in his or her faith.

Equally important, this individual will be passionate about fostering a strong educational environment for our students and will be committed to creating a dynamic school that has a positive impact on the two parishes that support it. Our principal will promote a culture of inclusion, where every child feels welcomed and valued, and as a result is able to learn and reach their individual potential.

We seek an individual who is both inspirational and collaborative, who leverages excellent communication skills to work with the parishes, the school faculty and staff, and most importantly, the students and their parents. This leader would model and encourage growth in virtue and instill a sense of discipline and accountability in every child.

Our principal will also be a key contributor to the growth of St. Mary’s School, both in enrollment, and also in the influence on our parishes and in the community. Our school mission statement, *Inspired by Saint Mary and rooted in our Catholic faith, St. Mary's School fosters spiritual development, academic excellence, responsibility to self, and service to others in order that the Gospel of Christ may be known in the world*, outlines the priorities to which the principal must adhere.

**Qualifications:**

1. Master's degree in educational leadership or administration with state of Michigan administrator certification or a master's degree in education with a willingness to obtain administrator certification in the state of Michigan within three years.
2. The candidate must have a current Continuing, Life, Permanent, Professional, Provisional, or Standard Teaching Certificate for the State of Michigan at the level of administration for which the candidate is applying
3. A practicing Roman Catholic in good standing
4. Understands the structures, tenets and institutions of the Catholic Church
5. Willingness to obtain Advanced Catechist certification within five years
6. 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. Welcoming and personable
3. Strategic vision and planning
4. Ability to engage the community in vision
5. Collaborative team builder
6. Excellent communication
7. Curricular and co-curricular leadership
8. Operational organization and problem solving
9. Responsive decision making

**Responsibilities:**

1. School faith community leadership
2. Instructional leadership
3. Student affairs
4. Personnel leadership
5. Business affairs
6. Development/Institutional Advancement
7. Board Relations
8. External affairs

**Accountability:** Hired by the Pastor in consideration of the Board's recommendation and with the approval of the Superintendent of Catholic Schools; Reports to the Pastor and is evaluated by the Pastor or his 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 Pastor and the Diocese. Accountable to the Superintendent of Catholic Schools in certain matters where diocesan policy and direction are concerned.

**Salary:** Competitive within the Catholic school market

**Apply to:** St. Mary School Board  
Attn: Principal Search Committee  
430 E. Savidge St.  
Spring Lake, MI 49456

**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. Complete and return the application form located [here](#).