

Principal – Catholic Central High School, Burlington WI

Faith, Knowledge & Tradition - the foundation of the 101-year legacy of our Catholic, college-preparatory school in Burlington, WI. To continue to expand our legacy, we are looking for a strong leader to grow as a part of our family, under the title of Principal.

We have an incredible opportunity for a candidate to replace our retiring Principal. This individual will continue to build strong relationships with faculty, students, parents, and alumni, all while maintaining the undisputed rigor of our academic curriculum. Our desired candidate should be an open-minded, conversational problem-solver, who embraces the opportunities to continually improve our beloved school.

Learn more about our school at www.catholiccentralhs.org

PRINCIPAL JOB DESCRIPTION

The Principal serves as leader of the school community. Emphasizing the qualities of excellence, enthusiasm, integrity, and creativity in all school endeavors, the Principal is responsible for establishing, demonstrating, and promoting the highest standards and expectations for academic performance, behavior and spiritual growth for all students, and for directing and nurturing members of the school faculty and staff.

RESPONSIBILITIES

Faith Formation and Catholic Identity

Actively foster the Catholic identity of the school by personally exemplifying Christian values. Ensure that Catholic faith and culture are integrated throughout the school's curriculum, programming, and environment, preparing students to understand, appreciate, and actively live their faith.

Student Recruitment and Retention

Collaborate with admissions, recruitment, faculty, and staff to attract and retain students. Actively cultivate and maintain fun, positive relationships with students, parents, faculty, alumni and member parishes. Be a champion for Catholic Central, identifying and capitalizing on opportunities to promote the school both within and outside the school community.

Faculty, Staff and the Instructional Program

Create and nurture a supportive environment of teamwork and collaboration. Guide the development, implementation, and regular review of the curriculum. Actively foster effective teaching practices based on current educational research with an emphasis on consistently improving student learning outcomes. Observe and evaluate faculty by regularly providing coaching and feedback.

Governance and Leadership

Work directly with the Board of Directors for the oversight of the school's mission, academic excellence, and operational effectiveness. Continually review and enhance the organizational structure of the school and staff.

Development and Alumni Relations

Work with the Development office to set performance goals in establishing annual objectives and action plans. Help identify potential donors and continue relationship development with alumni and existing supporters. Build and maintain a productive, stable donor base, while helping to generate additional funds through grants and other institutional programs.

Finance and Facilities

Work closely with the Business Manager, Finance Committee, Board of Directors and the Endowment Board to ensure that the school is adequately funded for school operations as identified through annual budgeting and long-range planning. Oversee the annual budgeting process. Develop and oversee a long-term capital improvement plan that ensures the school is safe, clean, well-maintained, and attractive.

Community Outreach

Actively promote the image and reputation of Catholic Central High School. Foster cooperation and communication with schools and parishes within the surrounding communities.

Core Competencies

- Outgoing personality and the ability to engage positively with students
- Excellent public speaking and written communication skills
- Strong organizational and collaboration skills
- Commitment to ongoing professional growth
- Knowledge and understanding of best practices in curriculum development and effectiveness measurements
- Knowledge and understanding of financial, marketing and operational functions and the ability to effectively apply this knowledge in decision making

Qualifications

- The successful applicant will be a Catholic in good standing with the church and has a passion for Catholic education.
- A minimum of 5 years administrative experience as a principal or vice-principal is necessary.
- Master's degree in Education Administration is required, preferably in Education Leadership or related field. (*A DPI A001 Administrator license is also required*).
- Experience with the Wisconsin Parental Choice Program, preferred.

Compensation and Benefits

Salary will be commensurate with qualifications and experience. A comprehensive benefits package will be provided.

To Apply – Submit your resume along with a letter of interest to Catholic Central High School. Include a summary statement on why you believe you are a strong candidate for this opportunity.

Submit your application confidentially to the Catholic Central High School Principal Search Team at cchs_principal_applications@wisvis.com