

## **All Saints Catholic School**

### **PRINCIPAL/DIRECTOR JOB DESCRIPTION**

The Office of the Principal/Director has as its primary purpose to work with the All Saints and the surrounding parishes, the Office of Catholic Schools, and the State of Michigan to create and launch a new Catholic child care and preschool at All Saints Parish in Fremont, Michigan. They will oversee the eventual growth of this program into a successful Pre-K-8 elementary school that exemplifies Catholic school excellence.

In the initial stages, the Principal/Director will attain the necessary licenses, hire faculty, create program goals and curriculum, and seek available grants to begin the program. As the overall leader, the Principal/Director bears responsibility for the integration of faith and learning within the school, for successful academic and student programs, and for effective management of the business and development affairs of the school.

The Principal/Director will provide oversight and leadership in order to achieve the fullest attainment of the school's unique Catholic mission. The Principal/Director is appointed and is delegated authority by the Pastor of All Saints Parish and acts as the chief operating and educational officer for the school with the guidance of the School Board in the implementation of goals and policies. The Principal/Director acts as the primary liaison between the school and the School Board, the Diocese of Grand Rapids and the broader community. The Principal/Director works closely with the Pastor and the Pastoral Team for coordination of school and parish functions. The Principal/Director is ultimately responsible for the successful overall operation of the newly formed Catholic Childcare and Preschool, and the subsequent elementary school as accomplished through effective delegation of responsibilities to the faculty, staff and volunteers.

For the complete job posting, please click [here](#).

DEADLINE TO APPLY:

Applications will be accepted until the position is filled.

To apply, qualified candidates should submit a resume, cover letter and the [diocesan employment](#) application to:

David Faber, Superintendent of Catholic Schools

Office of Catholic Schools

360 Division Ave S

Grand Rapids, MI 49503

Email: [schooladmin@grcatholicschools.org](mailto:schooladmin@grcatholicschools.org)