

St. Stephen Catholic School Announces An Exciting Leadership Position:

- Position:** School Principal
- Job Begins:** July 2021
- Enrollment:** Approximately 85 students
- Grade Levels:** Preschool through 8th grade

Demographics: Jesus Christ is the heart of St. Stephen School, so we lovingly serve students of diverse backgrounds and various learning needs, all within a dynamic, Catholic environment. We strive to nurture the Catholic faith in our students, foster their academic excellence, and build a community committed to diversity.

School Culture: St. Stephen Catholic School is nestled among the historic neighborhoods of southeast Grand Rapids and East Grand Rapids, with vibrant cultural offerings only minutes away. St. Stephen Parish and School have served the community for nearly a century, and we have come to be known for embracing families of diverse heritage.

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 elementary level
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 for a full-time K-8 Principal

Apply to: Fr. Scott Nolan, Pastor. 750 Gladstone Dr SE, East Grand Rapids, MI 49506
schooloffice@ststephenparish.com

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](#)