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# ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

**Date:** February 1, 2024

**Job Title:** Principal

**Reports to:** President

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## **Position Purpose:**

The Principal is primarily responsible for the academic and spiritual life of the school and must be committed to the mission and philosophy of St. Ursula Academy, as well as to the charism of the Ursuline Sisters. Specifically, the Principal should be a collaborative and forward-thinking educator and skilled leader. The Principal plays a critical role in advancing the school's mission of academic excellence, spiritual growth, development of the whole person, and empowering young women to become compassionate leaders who strive to make a difference in the world.

## **Mission:**

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

## **Primary Duties and Responsibilities**

### **Educational Leadership and Administrative Management:**

- Provides collaborative and strategic leadership to enhance academic programs, ensuring a curriculum that meets the highest standards of excellence while creating a positive environment that fosters learning and leadership.
- Fosters a culture of continuous improvement and student-centered learning that involves evaluating faculty and other direct reports to ensure that standards are achieved, and performance is maximized.
- Collaborates with the Administrative Team, Department Chairs, and faculty to develop and implement curriculum and effective teaching methodologies, incorporating technology and best practices.
- In collaboration with the Director of Academics, reviews student performance metrics, including but not limited to grades and test data, to monitor and track student progress, provide academic support, and interpret results for program improvement.
- Directs SUA's Leadership Program, working collaboratively with SUA Leadership Coaches and outside advisors.
- Oversees day-to-day school operations, ensuring a safe environment that is conducive to learning.
- Facilitates and encourages effective communication among faculty and staff.
- Leads recruitment, hiring, retention, and evaluation initiatives for faculty and positions reporting to the Principal.
- Manages budgetary matters and resource allocation, ensuring that faculty are provided with necessary instructional resources within the limits of the academic budget.



- Ensures compliance with relevant federal, state, and local education laws and works closely with accreditation bodies to maintain and enhance the school's accreditation status, including oversight of the OCSAA accreditation process.

### **Spiritual Leadership and Catholic Identity**

- Provides spiritual leadership of the school community in collaboration with the President, Campus Minister of Faith Formation, Campus Minister of Christian Service, and the Theology Department.
- Aligns all aspects of the school with the mission, vision, and beliefs as articulated in school documents and in keeping with SUA's identity as a Catholic, college preparatory school in the Ursuline tradition.
- Encourages spiritual development and ethical behavior among students, faculty, and staff, fostering a supportive and inclusive environment for all faiths.
- Acts as witness to Gospel values by modeling the teachings of the Catholic Church and Ursuline charisms through all actions and interactions.

### **Student Development**

- Promotes a holistic approach to student development, fostering intellectual, emotional, physical, and social growth.
- Supports extracurricular activities, including Athletics and the Fine and Performing Arts Department, to ensure that these programs contribute to the overall well-being of students.
- Works collaboratively with the Assistant Principal and Director of the Junior Academy to support school and college counseling programs, student life initiatives, and disciplinary actions, when necessary, to foster student wellbeing and to maintain a safe and positive learning environment.

### **Community Engagement**

- Works collaboratively with the President on executing the existing 2020 Strategic Plan: *Making a Difference*, as well as future strategic planning initiatives.
- Embraces and communicates SUA's mission through daily interactions with students, parents, faculty/staff, and other stakeholders.
- Supports school life by attending a variety of events, including athletic competitions, musical performances, and service projects, as examples.
- Represents the school at community events and engages in student recruitment outreach efforts, including Visitation, Preview Day, Prospective Parent Meetings, etc.
- Serves as a member of the Admissions Committee and is responsible for formal admission of each class of students and transfer students.

### **Qualification and Personal Attributes**

A master's degree in education administration is required, in addition to a minimum of ten years' experience as a classroom teacher. High school experience and five plus years of leadership experience in educational administration or related administrative positions is strongly preferred. Graduate course work and experience in curriculum development is desirable. Valid Principal License or State of Ohio Professional Administrator License is required.



The following qualities and characteristics are expected:

- An inspiring mix of personal humility, drive, and ambition for the school
- A deep belief in transforming students' lives and preparing them to be leaders in college and life
- Team builder with strong values and personal integrity
- Committed to operational excellence across all programming, including pedagogy, regardless of professional background

### **Knowledge, Skills and Abilities**

- Practicing Catholic with a passion for Ursuline education as it is described in the writings of St. Angela Merici and lived at St. Ursula Academy with its traditions and beliefs.
- A passion for, and leadership experience in, education, particularly in the education of young women, and the willingness to support a culture of learning and high expectations.
- A deep understanding of and experience with faculty supervision and evaluation, as well as pedagogy, program design, and curriculum development.
- The ability to work closely with faculty and staff as an instructional leader, to support and facilitate their commitment to academic excellence, while delegating appropriately and ensuring accountability.
- The ability to connect and communicate effectively and frequently with faculty, staff, administration, parents and students.
- Knowledge of the effective use of technology as a teaching/learning tool as required for the position, with the ability to become proficient in PowerSchool, Mac OS, and MS Office.
- A willingness to work collaboratively and effectively with the President, the Leadership Team, the Board of Trustees, the Administrative Team, and the faculty and staff, to build a true partnership for the school.
- Proven strengths and success in leading and managing people, projects, processes, and change with a genuine desire to empower and motivate others.
- Flexibility and acceptance of extended working hours to support the events and activities of the institution.

**Rate of Pay:** Salary and benefits are competitive with the local Catholic education market and commensurate with experience.

Candidates should submit the following to **PrincipalSearch@toledosua.org**:

- ❖ Cover letter defining your interest in, and qualifications for, the Principal position at St. Ursula Academy
- ❖ Current resume
- ❖ Names, email addresses, and telephone numbers of five references including two written letters of recommendation

*(No references will be contacted without your prior knowledge and consent.)*