Principal Job Posting:

St Thomas Catholic School strives to employ a principal whose response to God’s invitation is to lead staff and students within a Catholic educational setting. This leader is expected to possess a deep, integrated knowledge of Catholic education, commitment to its mission, and embrace the vision of the school. The principal must be a practicing Catholic and serve as a joyful role model to the St. Thomas community.

The principal is a public leader on behalf of the school and therefore, must be comfortable speaking publicly and communicating the vision of Catholic education effectively. The principal will oversee the school’s organization and administration. Together with staff, the principal manages and attends to the day-to-day operations of the school.

Requirements:

Principals in the Diocese of Sioux Falls shall be practicing Catholics who uphold the teaching of the faith and are committed to Catholic education that is academically excellent and rooted in Gospel values. Qualified candidates should be a certified in Catholic School Leadership or willing to attain certification in no more than three (3) years after date of hire and hold a Master’s degree from an accredited institution in educational administration, curriculum development or an approved related educational field, Candidates must possess or be eligible for a South Dakota educational administration certification and have a minimum of five (5) years of instructional experience, preferably in Catholic schools.

Please see the full job description

St Thomas More Parish is actively seeking candidates to serve as Principal for our growing and vibrant PK-5th grade school. The desired candidate demonstrates an active Catholic faith life. The Principal, in consultation with the Pastor and School Advisory Board, will ensure through her/his leadership the pursuit of academic excellence for the students, school policies appropriate to the desired Catholic School culture, the professional development of its teachers, as well as their direct management in personnel matters and parental involvement in the life of the school.

Interested candidates are invited to submit transcripts, credentials and current teacher's certificate to: Reverend Thomas Fitzpatrick, St. Thomas More Parish, 1700 8th Street South, Brookings SD 57006. Please include an email.

**General Introduction**: The Bishop of Sioux Falls is the visible head and source of unity in the particular church entrusted to his care. (CCC 1594). In a unique and visible way, he makes Christ's mission present and enduring while functioning in his role as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop trusts chosen collaborators (clerics, religious and lay people) to share in the apostolic mission and entrusts various responsibilities to them. Each employee helps to extend the ministry of the local pastor and St. Thomas More School in particular ways as outlined in the position description. The Saint Thomas More School Principal reports directly to the Pastor of St. Thomas More, who serves as the school Superintendent.

**Qualifications:**

* Demonstrates an active faith life and is comfortable in teaching and expressing the truths of the Catholic faith in word and deed.
* Master's Degree in School Administration or related educational field from an accredited institution.
* In possession of a valid State teacher's certification.
* Catholic school experience preferred, but not absolute.
* Demonstrates excellent problem-solving and decision-making skills.
* Excellent verbal and written communication skills.
* Well-versed in educational technology trends.

**General Responsibilities:**

* Actively promote the Catholic mission of St. Thomas More School in accord with the vision of Bishop DeGrood, the Diocese of Sioux Falls Catholic Schools, and the local pastor.
* Ensure a culture of academic excellence and establish measurable goals.
* Constantly reinforce the essentials of Goodness, Truth, and Beauty in the curriculum and life of the school that espouses the development of virtue for our children, parents, and teachers.
* Collaborate with the priests assigned to St. Thomas More School to develop, implement, and observe the rich tradition of liturgical devotion, prayer, practical knowledge of the faith, to include regular opportunities for Holy Mass and Eucharistic Adoration.

**General Responsibilities (cont.)**

* In collaboration with the assigned priests, develop, implement, and practice a spiritual program for the teachers and staff to enhance their personal spirituality and that of school families.
* Foster and maintain open communication with Pastor, teachers, and school parents.
* Direct administrative decisions in accord with Diocesan and St. Thomas More School policies.

**Faculty and Curriculum Development:**

* Maintain school accreditation.
* Conduct the hiring and retention of school faculty.
* Provide supervision, evaluation and professional development for school faculty.
* Provide assistance for faculty in the integration of Catholic Social teaching.
* Assist teachers in guidance, assessment, and analysis of student achievement.
* Ensure faculty receives necessary resources and materials for assigned tasks and goals.
* Review lesson planning of faculty, and regularly observe classes to provide constructive feedback on classroom methods and management.

**Facilities and General Management**

* Develop and clearly communicate routine procedures for the daily operation of the school.
* Vigilance in school safety, procedures, and evaluation of safety measures.
* Publish rules, regulations, schedules, and procedures to ensure uniform and efficient operations, and maintain consistency regarding them.
* Establish and maintain clear expectations for student behavior, parental involvement and support of faculty.
* Provide clarity regarding the expectation of high academic standards for teachers and students.
* Timely drills for fire, tornado, intrusion, according to an established protocol.
* Maintain up to date professional files for faculty, to include quarterly performance evaluations.

**School Advisory Council**

* Regular, monthly meeting with the School Advisory Committee to inform and collaborate on the general functioning of the school, difficulties, initiatives, programming, fund-raising, teacher and student welfare.
* Provide timely financial reports.
* Collaborate with Committee Chair for scheduling monthly meetings, developing agendas, and providing the Committee members resources for productive meetings.