

# Principal

## Position Overview

The Principal serves as the **spiritual, academic, and operational leader** of the school, responsible for advancing its Catholic mission and Montessori identity. This leader fosters a vibrant culture of faith, intellectual curiosity, and human formation, ensuring excellence in teaching and learning while building a unified, mission-driven faculty.

The Principal works in close partnership with the Executive Director and is charged with the **day-to-day leadership of the school**, including faculty development, student life, curriculum implementation, and community engagement.

## Mission Alignment

The Principal must actively witness to and promote the teachings of the Catholic Church while faithfully implementing the Montessori philosophy. Practically, the Principal:

- Models a deep, lived commitment to the Catholic faith
- Promotes a culture of virtue, reverence, and service
- Ensures integration of faith and learning across all subject areas

## Key Responsibilities

### 1. Spiritual & Cultural Leadership

- Foster a strong Catholic identity rooted in prayer, sacraments, and virtue formation
- Collaborate with clergy to support liturgical life and sacramental preparation
- Build a joyful, respectful, and orderly school culture aligned with Montessori principles

### 2. Academic & Montessori Leadership

- Ensure fidelity to authentic Montessori practice across all levels
- Lead curriculum development that integrates Catholic teaching with Montessori pedagogy
- Observe classrooms regularly and provide actionable instructional feedback
- Champion student-centered, differentiated learning environments
- Champion the Good Shepherd System of Support (Multi-Tiered System of Support) in collaboration with Intervention staff, teachers, assistants and parents

### 3. Faculty Leadership & Development

- Recruit, hire, and retain mission-aligned faculty and staff
- Provide ongoing coaching, evaluation, and professional development
- Cultivate a collaborative faculty culture rooted in trust and accountability
- Support teachers in obtaining Montessori certification and ongoing formation

#### **4. Student Formation & Discipline**

- Oversee student life, ensuring development of the whole child: spiritual, intellectual, social, and emotional
- Implement discipline practices consistent with Montessori philosophy and Catholic anthropology
- Partner with parents to support student growth and well-being

#### **5. Operations & School Management**

- Oversee daily school operations, scheduling, and policies
- Ensure compliance with accreditation and regulatory requirements
- Collaborate with Executive Director on budgeting and resource allocation
- Manage enrollment processes and student retention efforts

#### **6. Family & Community Engagement**

- Build strong relationships with parents as partners in education
- Communicate clearly, consistently, and transparently
- Promote the school within the broader community and parish
- Support advancement efforts including admissions, marketing, and fundraising

### **Qualifications**

#### **Required**

- Practicing Catholic in good standing with the Church
- Bachelor's degree (Master's degree preferred in Education, Leadership, or related field)
- Minimum 5 years of teaching and/or school leadership experience
- Commitment to Montessori education (certification or willingness to obtain)

#### **Preferred**

- Montessori certification from MACTE accredited institution
- Experience in Catholic school leadership
- Strong background in faculty development and instructional coaching

### **Core Competencies**

- Faith-filled leadership and witness
- Deep understanding of child development and Montessori philosophy
- Strong interpersonal and communication skills
- Strategic thinking with operational effectiveness
- Courageous, clear, and compassionate decision-making

### **Key Performance Indicators**

- Strength of Catholic culture and spiritual life
- Faculty engagement, retention, and development
- Student academic growth and character formation
- Parent satisfaction and community trust
- Enrollment stability and growth

### **Work Environment**

- Active, relational, and visible presence throughout the school day
- Participation in school events, liturgies, and community gatherings
- Occasional evening and weekend responsibilities