

Eastside Catholic School is an educational community of faith, guided by Catholic tradition and teachings, where students in grades six through 12 learn to integrate their thinking and believing in ways that encourage intellectual excellence, nurture relationships, and inspire a life of leadership and service to others. Founded by parents in 1980, the school is governed by an elected board of trustees. It is the only seven-year, co-educational Catholic school on the Eastside, and offers a comprehensive college preparatory curriculum. Eastside Catholic School enrolls 865 students, employs 130 faculty and staff members and has an alumni base of over 4,600. Eastside Catholic offers a comprehensive benefits package including medical, dental, vision, 401k match and a faculty/staff lunch program.

#### POSITION

The high school principal acts as the educational leader of the high school and is responsible for its day-to-day operations. The principal directs and supports the activities of high school instructional and support staff members in the performance of their duties, working in close cooperation with the administrative team. The principal will possess exemplary leadership expertise that will ensure the implementation of a rigorous curriculum, quality academic instruction and ongoing school improvements in student achievement for grades 9 - 12. The high school principal reports directly to the school president.

#### PRIMARY RESPONSIBILITIES

Function as the lead of high school programs, student expectations, student behavioral guidelines and student support

Be a visible presence in all areas of the school promoting and supporting teaching and academic achievement

Assist in the recruitment and hiring of all high school personnel

Evaluate and oversee all individuals assigned within high school academic programs

Oversee budget resources for high school academic departments, professional development and student life activities

Ensure school policies accurately reflects the school's mission, vision and academic program goals while coordinating a safe and orderly school environment

Work collaboratively with the Admissions Team to review high school applicants and select the best class of students possible while ensuring mission-appropriate balance

Ensure educational programming meets the certification guidelines of relevant accreditation agencies

Plan for future programs to achieve and support the high school's educational objectives of quality curriculum and instruction

Collaborate with the Archdiocese of Seattle and other Catholic and independent high school principals to maintain relationships of open dialogue and mutual support

Serve as liaison between high school faculty and families in the dissemination of information regarding academic programming and schoolhouse-related information

Regularly monitor student academic and behavioral progress to address student support and success