

Job Description

Hastings Catholic Schools is preparing for a renovation and expansion project for St. Cecilia Middle/High School and is seeking a qualified individual who will lead the middle/high School (6-12) in the position of Principal for the 2020-2021 school year to the next level of excellence in education. Hastings Catholic Schools serves the Hastings Catholic Community including the smaller surrounding communities by providing Catholic education for grades Pre-school – 12th grade. HCS is an independent Catholic school rooted in the tradition of Catholic Education in the Diocese of Lincoln, NE. Founded over 100 years ago, its mission is a community where students encounter Christ, grow in knowledge and become Christian witnesses. For more information on Hastings Catholic Schools, please visit the website at www.hastingscatholicschools.org.

The Principal's Role

Vision

The primary role of the Principal of St. Cecilia Middle/High School is to form a community of educators who share in and are committed to the vision of HCS to create a community where students encounter Christ, grow in knowledge and become Christian witnesses.

Catholic Identity

With the Chief Administrative Officer and members of the school's Administrative Team, the Principal is responsible for the preservation, enhancement, and extension of the school's Catholic mission.

Additional Responsibilities

The Principal is the chief academic officer of the school and, in collaboration with the school's Administrative Team, is ultimately responsible for all aspects of its daily operation, with particular emphasis on student academic progress and faculty professional development and accountability. Reporting to the Chief Administrative Officer, the Principal leads the faculty and staff in their ongoing efforts to enrich each student's cultural, intellectual, physical, social, and spiritual development.

Personnel Management

The Principal supports collaborative relationships between and among faculty and staff in order to foster high expectations for students.

The Principal supervises the faculty and staff in collaboration with the following direct reports: Chief Administrative Officer, Director of HCS Foundation, Business / HR Manager, Activities Director, Director of Campus Ministry, and Director of Events/Enrollment.

Institutional & Financial Accountability

The Principal manages the school so that students consistently enjoy the benefits of a high-

quality education. The Principal monitors and evaluates the effectiveness of instruction and is responsible for working collaboratively with the Chief Administrative Officer, Director of HCS Foundation, Business / HR Manager, Activities Director, Director of Campus Ministry, and Director of Events/Enrollment and other administrators to provide the resources necessary for the implementation of the school's mission on a regular basis.

Community Relations

The Principal establishes a highly visible presence within the greater school community, placing special emphasis on attendance at student and parent events. In the spirit of Association, the Principal promotes a collective responsibility for the worth and dignity of each member of the school community.

Communication

The Principal communicates effectively with a diverse range of people connected to the greater school community, inspiring, challenging, and motivating others to embrace the vision and values of Hastings Catholic Schools.

Desired Traits and Characteristics

The Principal will be a collaborative leader who constantly strives to improve the quality of education provided to HCS students. The Principal will collaborate with the Chief Administrative Officer to provide inspirational leadership, particularly for students, faculty, staff, parents, and board members on curricular, spiritual, community service, and co-curricular issues. The Principal must be skilled in participatory decision-making, academic leadership, educational innovation, and sound fiscal management. The Principal must have demonstrated ability in curriculum planning, implementation, and evaluation. The Principal must identify as a Catholic and be comfortable representing Hastings Catholic Schools as a Catholic, embracing the values of Catholic education. The Principal must be able to lead the school academically as an effective, experienced administrator with strong interpersonal skills.

The successful candidate must demonstrate maturity and sound judgement and must be able to develop credibility with the Chief Administrative Officer, faculty, students, parents, Board members, alumni, and other stakeholders of the school. The ability to create an environment conducive to sincere and open communications is critical. The Principal must have an accessible and approachable style that demonstrates a willingness to listen to new ideas and offer creative solutions to a variety of challenges. The Principal will have the ability to energize faculty and develop a strong staff, serving as a motivator and mentor for members of the school community. A willingness to participate in school events and be visible in the school community is important. The Principal must view administration as a partnership.

Candidate Requirements

The ideal candidate must have past teaching experience and at least five years of successful administrative experience as a Principal, Assistant Principal, or a Department Head, preferably in a Catholic school. Candidates with experience in secular or public high school environments

who embrace Catholic values and traditions will also be considered.

The successful candidate must be able to provide evidence of accomplishment in the following areas: faculty/staff development, curriculum and technology, student-parent-alumni relations, community relations, student activities involvement, school management, and the ministry of Catholic education. An Advanced degree is required.

Compensation

Annual compensation will be competitive and commensurate with experience. A generous benefits package will be provided.

HOW TO APPLY

Please send resume and a cover letter expressing interest to:

Fr. Thomas S. Brouillette, Chief Administrative Officer
Hastings Catholic Schools
604 N St. Joseph Ave.
Hastings, NE 68901
Telephone: (402) 462-6566
Fr.tom-brouillette@cdolinc.net
www.hastingscatholicschools.org

About the Employer

Hastings Catholic Schools is an independent Catholic secondary school rooted in the tradition of Catholic education of the Catholic Diocese of Lincoln, its mission has been, and is to build a school community where students encounter Christ, grow in knowledge and become Christian witnesses.