



Position: Principal  
Posted: January 16, 2019  
Closes: Until Filled  
Start Date: July 2019

This is a Full-Time Position

The position of Principal is appointed by and reports directly to the President. The Principal has primary responsibility for the academic program of the school. As such, the Principal serves as the instructional leader and promotes the educational and religious development of students through effective supervisory and administrative skill.

**The Principal assists the President in ensuring that the mission is lived out by:**

- Serving as the educational and instructional leader.
- Executing policies adopted by the Board of Trustees and Catholic Schools Department of the Archdiocese of Seattle as they apply to AMHS.
- Providing leadership in the building of a Christian community that reflects Gospel values.
- Promoting the Catholic identity of the school through a learning environment that nurtures faith formation, ethical decision making, social justice and Catholic Christian leadership.
- Overseeing, analyzing, supervising and evaluating the academic curriculum that challenges and directs students toward being productive adult members of society, while addressing a variety of abilities, cultures, styles and needs.
- Supervising the instructional program and collaborating with the Vice Principals on its implementation and on-going refinement.
- Supervising and consulting other appropriate administrators regarding campus ministry, co-curricular activities (including athletics), assemblies and social functions.
- Interviewing, hiring, supervising, evaluating and terminating faculty and staff in collaboration with the President.
- Providing, promoting and participating in professional growth for faculty and staff.
- In collaboration with the Human Resources Manager and the President, annually reviewing and modifying when necessary the Faculty/Staff handbook.
- In collaboration with the Dean of Students, assuring and annually reviewing the policies and procedures for disciplining students that is consistent with Gospel values and amending the handbook as needed.

**The Principal ensures the on-going development and improvement of the school by:**

- Planning, organizing and assessing staff development and professional development initiatives.
- Ensuring that all faculty are evaluated annually according to rotation and that accurate records of those evaluations are maintained..
- Analyzing data and evidence of student achievement.
- Supervising the selection ordering and purchase of textbooks and instructional supplies.
- Soliciting and monitoring input from students, parents and others regarding the level of satisfaction and areas for growth and improvement.
- Providing input to the operating budget to carry out the academic program.
- Participating in Archdiocesan, state, regional and national in-service opportunities.

**The Principal is visible and available to promote the health of the institution and coordinate ministries, programs and accomplishments by:**

- Meeting with the administrative team to direct focus, coordinate programs, schedules and offer support.
- Participating with the Curriculum Council to analyze curriculum, direct change, solicit input into the instructional program and determine needs of teachers.
- Meeting as needed with the Vice Principals, Campus Minister and counselors to identify, assist and support students having difficulty.
- Being available to faculty, staff, students and parents for consultation as needed.
- Meeting with feeder school principals to improve the articulation of curricula, monitor students and develop a smooth transition between elementary school to high school.
- Attending and participating in Catholic Secondary Principal Meetings.
- Attending and participating in Archdiocesan Principal Meetings.
- Attending and participating in WESCO Conference Principal Meetings.
- Representing AMHS to the Catholic Schools Office, Washington Federation of Independent Schools, National Catholic Educational Association, etc.
- Representing AMHS to appropriate governmental agencies in order to access appropriate federal funds and to remain current on rules and regulations.
- Serving on the Innovation and Planning Committee of the Board of Trustees.
- Collaborating with the President, Director of Communications and Development Office to maintain positive public relations with various constituent groups and the greater public.

**Other**

- Makes final decision on major disciplinary and personnel issues.
- Directly supervises and evaluates annually the Vice Principals, Athletic Director, Faculty according to the rotation, and the Dean of Students.
- Collaborates with the President to ensure a safe and orderly environment that is conducive to learning and community building.
- Assists with fund raising, development, public relations and other activities as needed.
- Performs other tasks as assigned by the President.

Salary/Benefits: Dependent upon applicable education and experience.

Application Process: To apply, complete the Seattle Archdiocese Employment Application on the Seattle Archdiocese website:

<https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1>

After completion of the above online application, submit a cover letter and resume with acknowledgment of application's completion to:

Charlene Tracy, Director of Human Resources  
Archbishop Murphy High School  
12911 39<sup>th</sup> Avenue SE  
Everett, WA 98208

### *Our Mission*

*Archbishop Thomas J. Murphy High School is a Catholic, college preparatory school that welcomes students of all faiths. True to the spirit of the Gospel, Archbishop Murphy High School nurtures the full development of the gifts that God has given to each student, fosters service as an outgrowth of faith, and values diversity. Working with parents as partners in this educational ministry, we strive for academic excellence, spiritual enrichment, and Christlike leadership for the transformation of the world.*

*Located in south Everett Washington, Archbishop Murphy High School is a private Catholic high school known for its faith-filled community, academic excellence focusing on college preparation, active student involvement through Christian service, exceptional athletic programs and a variety of performing arts programs, clubs and activities. We offer a safe, supportive environment with small class sizes and individual attention.*

*Archbishop Murphy High School recruiting practices are designed to attract, hire and retain teachers, staff, and administrators who come from diverse racial, ethnic, cultural and physically challenged populations. In keeping with its mission of providing a Catholic education, preference in hiring will be given to practicing Catholics.*