



HACKETT CATHOLIC PREP HIGH SCHOOL

KALAMAZOO, MI | CSGK.ORG

*The Catholic Schools
of Greater Kalamazoo
are seeking applicants
for the position of
Principal for
Hackett Catholic
Prep.*

MISSION STATEMENT:

Hackett Catholic Prep is committed to preparing our students for lifelong success by promoting and developing faith, character, and academic achievement in a supportive and challenging Catholic faith-based environment.

APPLICATION INSTRUCTIONS:

Interested candidates should submit the following to Hackett Catholic Prep's search committee at
principalsearch@hackettcp.org

- *Cover letter and resume*
- *3 professional references*
- *Letter from current pastor indicating active status in current parish (on parish letterhead)*

CATHOLIC SCHOOLS OF GREATER KALAMAZOO JOB DESCRIPTION

Job Title: Principal

Supervises: Assistant Principal, Staff, Faculty, and Students

Reports To: Canonical Administrator and Superintendent of Schools

Terms of Employment: 12 months, renewed annually

JOB SUMMARY

In collaboration with the Catholic Schools of Greater Kalamazoo (CSGK) community, the Principal provides and demonstrates a vision for the ongoing improvement and advancement of the school. In cooperation with the Canonical Administrator and the Superintendent of Schools, the Principal oversees the daily operation of the school. The Principal is responsible for the faith, academic, co-curricular, and extra-curricular development of the students, teachers, staff, and administration. The Principal supervises, evaluates and provides for the development of teachers and maintains an instructional program of the highest quality. The Principal fosters partnerships with various stakeholders, including parents, students, and the general public by maintaining regular, effective communication.

QUALIFICATIONS

- Practicing Catholic who can develop and articulate the vision of Catholic School education to educate and form students in the image of Jesus Christ
- Bachelor's Degree required, Master's Degree in Education or Educational Leadership preferred
- Secondary teaching experience, preferably in a Catholic school setting
- Valid teaching certificate
- Commitment to excellence in education and Catholic formation of all students
- Commitment to excellence in providing professional development and coaching to the instructional staff
- Knowledge of varied learning styles and differentiated instructional strategies
- Knowledge of, or experience using, the Marzano Teacher Evaluation Model (preferred)
- Demonstrated successful experience in a variety of leadership and management roles
- Ability to establish a rapport with students, parents, and staff
- Adept at consensus building
- Demonstrated expertise in oral and written communication

GENERAL RESPONSIBILITIES

- Articulates the school's mission and core values, and utilizes the mission statement as the foundation and normative reference for all planning
- In cooperation with the Chaplain and Campus Minister, models and supports the faith life of the school community by encouraging and engaging in ongoing religious formation of faculty, staff, and students
- Leads the formation of students in accordance with the HCP Student Handbook
- Chairs and convenes the School Administration Team, School Improvement Team and faculty meetings
- Serves as the school liaison to the CSGK and Local Advisory Council (LAC) Boards, as well as the Office of Schools and other CSGK schools (St. Augustine Cathedral and St. Monica Catholic Elementary Schools)
- In cooperation with other CSGK schools and the Enrollment Committee, develops and leads strategies for recruitment and retention of students
- Hires and supervises teachers and staff according to Diocesan policy and regulations
- Supervises all teachers and staff, providing written observations and evaluations of job performance
- Oversees the written and taught curriculum, technology program, as well as the review and selection of textbooks and instructional materials
- Coordinates professional development related to best practices in curriculum and instruction, and utilizes school-wide data to plan for continued and sustained academic excellence and growth
- Provides support and opportunities for faculty to develop their skills and understanding of research-based instructional practices, and in collecting and utilizing both summative and formative assessment data to improve instruction
- Implements mentoring program for new teachers
- Promotes healthy staff morale, fosters leadership ability and presents opportunities to participate in school planning and policy development
- Maintains communication to teachers, students, and parents about all matters at the school
- Connects with school alumni to assist in the overall support of the school
- Ensures compliance with issues relating to school accreditation
- Has knowledge of and is compliance with policies and regulations of schools within the Diocese of Kalamazoo
- Complies with appropriate canonical, federal, state, and local laws in harmony with Diocesan policies and procedures

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The position requires an individual capable of some long work days including evening events
- The position requires the ability to react to a fast-paced environment and make timely decisions
- Semi climate-controlled office setting with moderate noise levels
- Work in non-climate controlled areas is required approximately 50% of the time in school hallways, lunchrooms, classrooms, gymnasiums and athletic fields
- Physical requirements are consistent with those of sedentary work, which involves long periods of sitting, but also involves walking or standing for extended periods of time



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