

## **POSITION POSTING: PRINCIPAL**

ST. JOHN'S PREPARATORY HIGH SCHOOL  
21-21 Crescent Street  
Astoria, NY 11105

**Start Date:** July 1, 2019

### **Mission Statement:**

St. John's Preparatory School, a college preparatory co-educational high school, is dedicated to promoting academic excellence and to instilling the principles and values of the Catholic Faith in a positive, nurturing environment.

Inspired by its Vincentian tradition, St. John's Prep is built upon the profound respect for every individual. Students' character formation is nurtured through a vigorous academic curriculum, an engaging religious program, enriching service experiences and extensive extracurricular opportunities. St. John's Prep prepares students to be successful in meeting the challenges of the 21st century and in creating a world in which all "have life more abundantly."

### **POSITION:**

The Principal will be appointed by the St. John's Preparatory Board of Trustees and will report directly to the President. In the absence of the President, the Principal is the presiding Executive Officer of the school. The Principal has both the authority and responsibility for the daily operation of the school which includes the setting and implementation of policies and programs in the following areas:

#### ***Catholic Identity***

- Assists the President in visible, spiritual and pastoral leadership of the school community and ensures that appropriate school ministry activities occur.
- Assists faculty and staff integrate the mission of the school in academic, athletic, cultural and campus ministry affairs.
- Ensures opportunities for school liturgies, services, annual retreats for faculty and students, and student service programs.
- Collaborates with the school chaplain and campus minister.
- Responsible for fostering a culture of academic excellence and Gospel values.

#### ***Leadership***

- Provides personal and visible leadership to all members of the learning community and seeks continuous school improvement in a student-centric environment. The Principal ensures equity in educational opportunities, supports academic programs and

enhancements, and provides a safe, rigorous, relevant, quality education for all students.

- Develops and implements a vision and school climate reflecting Catholic identity in collaboration with the school and parish communities
- Promotes healthy staff morale and fosters leadership ability among staff
- Identifies needed change and uses research to guide action plans.
- Attends to personal and professional development.
- Provides in-service and consultation to faculty focusing on mandatory reporting and Safe Guarding God's children.
- Partners with the President and the Board of Trustees on the school's educational agenda and provides opportunities for board development.
- Maintains school accreditation standards at the state and national levels.

### ***Academic Affairs***

- The Principal is the curriculum and instructional leader. He/she also designs the academic program of the school ensuring program enhancement using the most current research and best practices available to education; provides for the teaching assignments of the teachers, requisitions instructional materials and equipment, and approves the master roster for the school.
- Encourages teachers to use a variety of educational and pedagogical skills and is aware of the development stages of the students.
- Evaluates the general effectiveness of the school's learning program by utilizing effective procedures for student assessment
- Supports teachers in recognizing and accommodating the special learning needs of children within the regular classroom.
- Assists the school community, especially teachers, to integrate Gospel values and Christian ethics into the curriculum, policies and life of the school.

### ***Student Services***

- In conjunction with the Assistant Principal for Student Services, oversees all student activities and athletics. Develops and implements programs for student services, and the supervision and discipline of students.
- Provides for the student-centric climate; enforcement of the local school code of conduct, for the availability of guidance and counseling services, and for the delivery of other services that are offered to students.
- Oversees the administration of the discipline policies of the school and the publication of the Student/Parent Handbook in conjunction with the Assistant Principal for Students.
- Final decision maker on suspensions and dismissals from school.
- Oversees the hiring of coaches.
- Ensures the maintenance of student records.

### ***Student Admissions***

- In conjunction with the Assistant Principals and Director of Admissions develops the criteria for admission to the school and determines the admission of students based on these criteria.

### ***Enrollment and Development Management***

- Collaborates with the President and the staff in marketing initiatives to increase enrollment and retention.

### ***Employment of School Staff***

- In accord with established protocols and subject to the approval of the President, the principal recruits, interviews and selects all members of the teaching faculty, guidance staff, activity moderators, and support staff and initiates the termination process of the above.

### ***Supervision***

- Evaluates the school administrators reporting to the Principal and directs the supervision of the teaching faculty and support staff related to areas of responsibility, ensures the supervision of instructional programs and professional staff development.
- In conjunction with the Assistant Principals provides orientation for new staff.
- Oversees the completion of all archdiocesan, government and Middle States Reports and activities.

### **QUALIFICATIONS:**

- A practicing Catholic with an understanding and commitment to the mission of a Catholic High School.
- A commitment to promoting academic excellence.
- 10 years or more of approved teaching and/or administrative/supervisory experience.
- New York State Certifications: School Administrative Supervisor (SAS), School District Administrator (SDA), School District Leader (SDL).
- Demonstrated ability to communicate effectively orally and in writing.
- Demonstrated ability to work effectively with other administrators, faculty, and staff.
- Demonstrated ability to work with student, parents, and community members.
- Interested Candidates should send a Letter of Application and a Curriculum Vitae to the Board's Search Committee e-mail address at [searchcmt@stjohnprepschool.org](mailto:searchcmt@stjohnprepschool.org)