

**ST. CATHERINE OF SIENA ACADEMY
WIXOM, MICHIGAN**

Position: Principal
Type of Position: Administrative, Professional
Position Duration: Full-time, 12 month position, Salary
Position Reports to: Position reports directly to the SCA Foundation Board
Start Date: March 2010

ST. CATHERINE OF SIENA ACADEMY

St. Catherine of Siena Academy was created to meet an unfulfilled need in the western portion of the Archdiocese of Detroit for a Catholic high school for young women. The Academy plans to open its first campus in Wixom, Michigan (Oakland County) in the Fall of 2010. The Academy students' educational experience will foster a hunger for truth, an acceptance of God's love for all, and an ardent desire to understand God's will for them as women. The educational model of the Academy will incorporate the work of great Catholic thinkers, including Pope John Paul II, who gave the Church a clear understanding of the significance of the unique dignity and vocation of women.

MISSION OF ST. CATHERINE OF SIENA ACADEMY

The Mission of St. Catherine's Academy is to form young women centered on the redemptive act of Christ by offering an educational experience that will inspire their hearts and minds to always seek the Truth that is Jesus. The Academy's rigorous college-preparatory curriculum and Christian student-life experience are rooted in the theology of Pope John Paul II and his understanding of the "feminine genius." This curriculum will cultivate within students an ardent desire to know God and to seek His will in choosing their vocation as women. Women of St. Catherine's Academy will follow the model of St. Catherine of Siena, becoming stewards of the Catholic faith and sharing with the world their knowledge of God's love for all.

NATURE AND SCOPE OF JOB

The school Principal serves as the educational leader and is responsible for establishing high standards of academic excellence, dynamic student life, and a Christ-centered environment in the day-to-day operation of the school. The Principal implements school policies and procedures to ensure that all students are offered an authentic Catholic education that fulfills the approved curriculum and mission of the Academy.

ESSENTIAL FUNCTIONS

1. Hire, retain and supervise high-caliber faculty and staff who are committed to the mission of the Academy.
2. Oversee curriculum content and teaching methods to ensure academic excellence.

3. Establish and maintain academic accreditation.
4. Establish annual calendar and daily schedule.
5. Establish and carry out admissions procedures in accord with school policy.
6. Provide for a well-rounded array of extracurricular activities and service opportunities in keeping with the Academy's mission.
7. Ensure compliance with archdiocesan policies and state laws.
8. Establish appropriate emergency procedures.
9. Maintain awareness of trends in education and participate in professional meetings.
10. Provide an orderly school environment that promotes student self-discipline and character development.
11. Communicate effectively and promote good morale among faculty, parents and students.

OTHER DUTIES AND RESPONSIBILITIES

1. Prepare and maintain academic records and school statistics as appropriate.
2. Other duties and responsibilities that may be assigned by the President or school board from time to time.

MINIMUM QUALIFICATIONS

1. Must be a practicing Catholic with a dynamic vision of Catholic education
2. MA required, PhD preferred, in Education
3. MA or Licentiate required in Theology
4. State Department of Education Administrator's certificate (from Michigan, or other state that will be recognized by the Michigan Department of Education)
5. 5+ years experience as a high school administrator
6. Demonstrated commitment to Catholic education
7. Excellent oral and written communications skills
8. Knowledge of word processing software, preferably MS Word and Excel, and ability to learn new software programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This job will have varying work schedule with periodic long hours. While performing the duties of this job the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee is frequently required to lift up to 10 pounds. The employee is occasionally required to lift up to 25 pounds and up to 50 pounds. The vision requirements include: close vision and ability to adjust focus.

TO APPLY, OR MAKE INQUIRIES, PLEASE CONTACT:

Principal Search Committee, c/o Mr. Ed Turek
Email: searchcommittee@saintcatherineacademy.org

SIGNATURES

Applicant: I have reviewed this job description and understand that as the organization's needs change, my job description will change.

SIGNATURE

DATE

Chairperson: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

SIGNATURE

DATE