

Full time Principal

Holy Family School, Grand Blanc

Holy Family School, a Pre-K through 8th grade parochial Catholic school, part of Genesee County Catholic Schools, located in Grand Blanc, MI, is seeking a mission-driven principal for the 2024-2025 school year. A successful candidate is a practicing Roman Catholic who will inspire a shared vision of the value of a Catholic education across all constituencies: faculty, students, parents, parishioners, and the greater community. The principal of Holy Family School is an active part of the Parish Leadership Team that meets weekly to help the Pastor lead the whole of the parish, not simply the school, in fulfilling Jesus Christ's Great Commission of making disciples.

As the primary agent for continuing the nearly 68-year rich tradition of Catholic faith formation and academic excellence at Holy Family School, our new principal will inspire and lead our faculty and staff, and minister to our families. Qualified candidates are in good standing with the Church, have at least 5 years teaching experience, and have a master's degree in education administration or equivalent or willing to work towards an applicable advanced degree or certification. Previous experience as a school administrator is desired.

All interested persons should submit a cover letter and resume to Mark Callahan, Executive Director Genesee County Catholic Schools at mcallahan@powerscatholic.org and Chuck Wright, Business Manager Holy Family Catholic School at cwright@hfsqb.org.

General Summary: The mission of the schools of the Catholic Diocese of Lansing is the mission of Christ and of his Church — to educate and form young people as disciples who reach their full spiritual, academic, emotional, and physical potential. The schools are to be prayerful communities of witness, evangelization, and discipleship, where the distinctively Christian way of life is modeled, taught, and lived. In every respect the schools are to be grounded in truth and Christ who is the Truth.

CANDIDATE PROFILE

- A practicing Catholic and intentional disciple of Jesus Christ who will inspire a shared vision of the value of a Catholic education across all constituencies, faculty, students, parents and the greater Faith community
- Energetic and positive approach to responsibilities
- Drive to attain results; proven experience and effectiveness in improving student achievement in classroom and/or school.
- Has a positive attitude; demonstrates compassion
- Self-motivated; able to accept criticism and grow as a result
- Strong communication and organizational skills
- Must possess strong leadership and interpersonal skills to guide effective interaction among parents, students and staff
- Must recognize and appoint competent people to positions of leadership
- Must be able to listen to teachers and staff and attempt to understand their perspective
- Must be able to resolve staff conflicts in the spirit of a Catholic faith climate and fosters academic professionalism among the staff
- Continues his/her own professional development through reading, workshops etc.

QUALIFICATIONS

- Must be a joyful, practicing member of the Catholic Church who faithfully observes the Five Precepts of the Church
- Current teaching certification issued by the State of Michigan (Preferred)
- Master's degree in educational administration from an accredited college or university or willing to work towards an applicable advanced degree or certification (Preferred)
- Minimum of five years of experience in a Catholic school (Preferred)
- Minimum of three years of administrative experience in education (Preferred)
- Adhere to Code of Ethical Conduct
- Completion of background checks and fingerprinting, Virtus Training, Catechist Certification

DUTIES AND RESPONSIBILITIES

Facilitator of the school community of faith

- Involves members of the community in regular prayer and liturgy
- Gives priority to distinguish the Catholic identity of the school
- Fosters quality interpersonal relationships in an atmosphere of Christian love
- Establishes a service-oriented culture for students and teachers

Director of professional growth and development of teachers

- Represents school staff within parish leadership
- Communicates regularly with faculty
- Recruits, interviews, and contracts with staff persons, teaching and non-teaching positions
- Provides for growth and development of staff through regular observation and evaluation

Educational Leader

- Facilitates development/review of the total curriculum that integrates the students' intellectual, religious, social, emotional, and physical growth in light of the Gospel
- Encourages partnerships between parents, students, and teachers toward the holistic education of the student
- Displays experience and enthusiasm for the teaching profession

Administrator

- Supervises daily operation of the school
- Ensures compliance with the state requirements and those of the Diocese of Lansing
- Provides a safe learning environment for the teachers and children
- Actively participates in collaboration, development, and coaching with Genesee County Catholic Schools.
- Initiates and/or actively participates in the long-range planning for the school and/or parish
- Actively participates on all required local education and/or parish committees
- Effectively and openly communicates the school's values, needs, efforts, and accomplishments to the community

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.