

School Principal

The Middle and High School Principal is hired by the President and serves as the administrator of academic, instructional, and student programs in these schools. The principals of all schools serve on an administrative team for the overall management of Loretto Academy, including community relations and faculty and staff supervision. The administrative team provides input on the maintenance and development of the physical plan and supports all development activities. Each principal promotes communication, articulation, understanding and unity among the three schools.

Requirements and Qualifications

Alignment with Mission / Vision

- Knowledge of and commitment to the Sisters of Loretto heritage and values;
- Encourage and act as a role model for faculty and staff to ensure that all students receive a creative Catholic educational environment and experience;

Education/Certification/Experience:

- Master's degree
- Valid mid-management, administrative, or principal's certificate
- Master's level academic preparation in educational administration to meet SACS/TCCED requirements
- Three years experience as a classroom teacher
- Three years of related administrative experience in education preferred
- Practicing Catholic as per TCCED.
- English-Spanish bilingualism preferred

Responsibilities and Duties

Technical

- Experience developing and implementing curriculum and instruction;
- Continued education and knowledge of new methods, and trends in teaching;
- Ability to evaluate instructional program and teaching effectiveness
- Leading staff development and trainings;
- Participate as a leader in accreditations;

- Track record in implementing strategies for post-secondary student achievement and scholarship attainment

Leadership

- Provide overall management for faculty and staff, including hiring, terminating, instructional and functional supervision, and evaluation
- Conduct regular meetings with department coordinators, faculty, staff and students;
- Recruit, review and admit students to the school and provide for their welfare;
- Coordinate student affairs such as class scheduling, discipline, parent conferencing;
- Be involved with parent organizations, alumnae groups and committees of the Board of Trustees as assigned by the President;
- Administer the policies established by the Board of Trustees;
- Works as a positive member of a team
- Interface with parents, students, faculty and staff effectively, personally and through technology platforms.
- Perform other duties which may be assigned commensurate with the position;

Physical Demands

Frequent prolonged and irregular hours.

Immediate Supervisor:

President

Please complete the job application online and submit it along with your resume to Sr. Buffy Boesen, SL, President at bboesen@loretto.org.