



ST. ANTHONY
TRI-PARISH CATHOLIC SCHOOL
Faith • Knowledge • Service

Principal

SEARCH PROSPECTUS



ST. ANTHONY TRI-PARISH CATHOLIC SCHOOL

CASPER, WYOMING

www.sascasper.com

START DATE – JULY 2022

Partners in Mission School Leadership Search Solutions, LLC



MOTTO

***Faith.
Knowledge.
Service***



HISTORY OF THE SCHOOL AND ITS PHILANTHROPIC CULTURE

St. Anthony School, on the northeast corner of 7th and Wolcott Street, opened in September 1927 with 201 students in grades one through six. A seventh grade opened in 1928 and an eighth grade in 1929. The first graduating class (1930) had thirty-three students. The Sisters of Charity of the Blessed Virgin Mary were the first faculty members and served the school for a period of fifty-three years. In 1980, the first lay principal took over the management of the school. In 1985, from a faculty of 31, only two teaching Sisters remained.

Due to the increasing enrollment (500), a new addition to the school was added in August 1950. It provided room for six more classrooms, a kindergarten, a library, an auditorium-gym, and a shower and locker room. Also added, were the public address system, a wireless master-clock system, and smart boards. Enrollment peaked at 815 in 1957.

In 1983, St Anthony's School was established as a tri-parish school. St. Anthony Church, Our Lady of Fatima, and St. Patrick Church each provide annual financial operating support. The school, in 1985, received a generous donation to add on to the building. The addition included enhancements to the library, more classrooms, a science laboratory, and administrative offices.

Like the Church's earliest parochial schools who were served by consecrated religious, St Anthony's School was initially tuition-free. As the Sisters of

Charity vocations diminished, management of the school transitioned to lay people, necessitating the need to charge a tuition that supported the increased operational expenses of the school. Student scholarships were initiated to assist families of students without the means to enroll in the school. In 2000 the school implemented a major campaign to raise \$3 million for an endowment that would provide on-going scholarships and improve teacher salaries for the school. The Edge Fund campaign successfully ended in 2004. During this time the St. Anthony School Foundation was incorporated to provide acceptance, investment management, and distribution of gifts in order to foster and promote long-term financial viability and continuation of St. Anthony Tri-Parish Catholic School. From 2011-2018 the St. Anthony Joy Fund was established and raised \$7 million for establishment of the endowment to provide annual scholarship assistance.

In the early 2000s, it became evident that the aging St. Anthony's school building would no longer meet the needs and standards of educating in the 21st century. As a land locked entity, it was financially impractical to expand and refurbish at the current site, therefore Our Lady of Fatima generously allowed the construction of the new Tri-Parish School on their land located on 20th Street. Within a 13-month period, the new school building was constructed and then opened in September 2010. The support of the generous community enabled the new school facility to be built debt free. The 70,000 square foot campus incorporates a state of the art environmental, technological, and aesthetically pleasing design. The new school is capable of a 350 student population grades preschool through 8th grade.

Throughout the history, quality education has always been the first and foremost goal. The school's original motto was "For God and Country" and today the mission statement of the school is "St. Anthony Tri-Parish Catholic School is dedicated to achieving academic excellence in a faith filled community, living a life committed to Christian service. It is a family-like, caring, safe community in which faculty and staff make a concerted effort to know every child and are committed to partnering with parents in the education of their children. Gospel-based values are imparted by example and through instruction, prayer, and service. It is a school that is small enough to address the needs of each child and yet large enough to offer a challenging and successful academic program.

Today, St. Anthony Tri-Parish Catholic School is home to 210 students in grades PreK3-8. Here, students are exposed to a robust and challenging curriculum in Math, Science, English, History, Reading, Religion, Spanish, PE, Music, and the Arts. Students consistently excel in all academic areas, surpassing their counterparts on national levels and graduating in the top 10% of their high school classes.

FAST FACTS



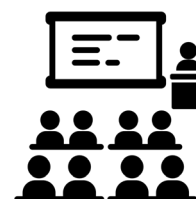
210

Current Students



\$2.5M

Annual Operating Budget



12:1

Average Student to
Teacher Ratio



POSITION DESCRIPTION

The highest priority for a Catholic school principal is building a learning community that fully integrates the Catholic faith, adheres to academic excellence, and service to others in accordance with Catholic social teaching. As the chief academic officer of the school, all teaching and learning personnel report to the principal. As the chief executive officer, the principal is supported by and leads a robust team of experienced department heads in advancement, business affairs, enrollment management, facilities, and food service. The principal is appointed and evaluated by the St. Anthony Tri-Parish Catholic School Board of Directors. An overview of the responsibilities of the principal includes, but is not limited to the following:

Educational Leader

Leadership

- Articulates a vision and cultivates a culture and climate that is congruent with the school's Catholic identity and school's mission
- Applies that vision to the daily activities of the school
- Promotes excellence in all aspects of the school
- Assures best practices are being applied to teaching and learning
- Fosters leadership ability among the staff
- Thinks strategically and makes data-driven decisions
- Attends to personal and professional development

Curriculum and Instruction

- Applies knowledge of religious content and methods of faith formation
- Respects cultural and religious differences
- Uses a variety of educational and pedagogical skills, and is aware of the developmental stages of the students
- Evaluates the general effectiveness of the school's learning programs by utilizing effective procedures for student assessment





- Recognizes and accommodates the special learning needs of children within the regular classroom
- Supervises instruction effectively
- Integrates Gospel values and Christian ethics into the curriculum, policies and life of the school
- Works with teachers to assure good teaching practices are being utilized

Spiritual Leader

Faith Development

- Must be a practicing Catholic in good standing and have a strong understanding of church history, traditions, and structure of the Catholic faith
- Nurtures the faith development of faculty and staff through opportunities for spiritual growth
- Ensures quality Catholic religious instruction of students
- Provides opportunities for the school community to celebrate the Catholic faith e.) Supports and fosters active Christian service
- Communicates to parents and guardians opportunities for adult faith formation sponsored by the parishes and the Diocese of Cheyenne
- Ensures that regular gatherings of parents begin with prayer or reflection and include an opportunity for on-going faith formation
- Facilitates the moral development and growth in virtue of children, youth, and adults

FAST FACTS



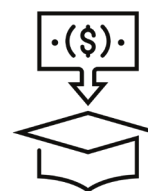
100%

Students Receiving Financial Aid



70%

Middle School Students
Earning Honor Roll



\$4,700

Current School Year Tuition Rate

FAST FACTS



\$11M

Endowed Funds Balance



16+

Clubs, Teams, and
Extracurricular Activities



60%

Operating Revenue Attributed
to Philanthropy

Building Christian Community

- Fosters communication among the pastors, parish, school board, and school community
- Respects and facilitates the role of parents as primary educators
- Assures the school's public witness to the Catholic faith in collaboration with staff
- Communicates to parents that the school is an essential ministry of the parish

History and Philosophy

- Demonstrates knowledge of the history and purpose of St. Anthony's School and Catholic Schools in the United States
- Communicates to the school community at large the school's philosophy, curriculum, programming, policies, and regulations, in light of its Catholic identity
- Utilizes church documents, Catholic educational guidelines, and Diocesan directives to better understand and communicate the unique Catholic identity, mission, culture, and character of the school and does so in collaboration with the pastors, faculty, and school community

Executive Leader

Personnel Management

- Recruits, interviews, and employs teachers and staff
- Terminates teachers and staff in accordance with effectiveness of job performance
- Assists the faculty in achieving the goals of Catholic education through staff development and professional leadership



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- Applies organizational management skills aptly, delegates responsibilities appropriately, communicates effectively, and collaborates properly
 - Maintains an ongoing program of supervision and evaluation of instructional and non instructional personnel
 - Manages personnel and student files
 - Manages conflicts effectively

Institutional Management

- Complies with appropriate canonical, federal, state, and local laws in harmony with Diocesan policies and regulations
- Utilizes Catholic School governance structures and works effectively with the school board
- Adopts and adapts current technologies effectively
- Provides for an orderly school environment and promotes student self-discipline

Finance and Development

- Plans and manages the school's financial resources and develops and monitors the annual budget in accordance with school and Diocesan policy and procedure
- Provides adequate instructional equipment, textbooks, resources, and services to implement the school program within budgeting limits and approved guidelines
- Utilizes strategies of long-range planning, effective public relations, and a school marketing program for the success of the school
- Markets the school's brand and foster a positive image to support enrollment growth
- Seeks resources and support beyond the parish and school communities
- Plans, facilitates, and oversees fundraising that is in congruence with Church teaching
- Pursues resources to provide additional forms of tuition assistance for families

Building and Grounds

- Maintains the school facility, equipment, and grounds by overseeing the management of all properties
- Works with vendors to assure effective outcome of service work and cost of repairs and replacement
- Some responsibilities may be delegated to and completed by a designee appointed by the principal.

Additional duties and responsibilities may be assigned.

FAST FACTS



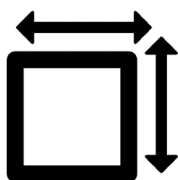
42

Faculty and Staff Members



86%

Faculty and Staff Compensation
to Local Public-School Scale



70,000

Square Feet
State-of-the-Art Campus

EXPECTED QUALITIES AND CHARACTERISTICS

- Enthusiastic practicing Catholic in communion with the Church who is a Christ-centered servant leader that embraces, models, and champions the traditions and values of Catholic education.
- Advanced degree in an education related field with a minimum of five years instructional and administrative leadership experience, preferably in a Catholic school environment.
- Accomplished, passionate, and inclusive academic leader, with a demonstrated ability to lead an extensive, innovative, and academically rigorous curriculum that ensures success for all students, based on high standards of excellence.
- Excellent oral and written communications skills and ability to effectively interact with parents, students, teachers, and administrators. Excellent presentation skills when addressing faculty and staff, parents, and the community in general.
- Decisive executive management skills exemplified by a record of making difficult decisions in an environment with competing demands and limited resources
- Accessible and approachable leadership style with a reputation for being extremely visible and interactive on campus and at school events and relating to the students, parents, faculty, and staff with energy, enthusiasm, and warmth.
- Experience in strategic planning, implementation, fiscal management, and oversight is highly desirable.
- Demonstrates an understanding of the conditions for establishing a positive climate and culture for parents and teachers to partner effectively in the enterprise of forming the young people in the school community.
- Inspirational, humble, and authentic mentor who instills leadership in others.
- Proven experience bringing together diverse constituents and stakeholders using collaboration and consensus building skills, as well as a history of working with, faculty, staff, students, alumni, and the parish community.
- Skilled at identifying, attracting, developing, and retaining high-quality educators with a commitment and passion for delivering a transformational Catholic educational experience.
- Proven leadership in ongoing mentoring, professional development, and evaluation of faculty and staff.
- Fair, personable, and compassionate leader who embraces collaboration while leading with enthusiasm and missionary zeal.

APPLICATION PROCEDURE

- To apply, please submit the following four documents, confidentially, and as separate PDF attachments.
 - » Letter of Interest that aligns your experiences and skill sets with the current needs of the school as you understand them.
 - » Statement of Catholic educational philosophy.
 - » Current resume with all appropriate dates included.
 - » List of five references with names, phone numbers and email addresses.
No references will be contacted without your knowledge and approval.
- Please include St. Anthony Tri-Parish Catholic School in the subject field.



Assemble all of the application materials in one email to:

Michael Furey, Partner

mikefurey@partnersinmission.com

Partners in Mission School Leadership Search Solutions, LLC

8 Nicklaus Way | Mashpee, MA 02649

570-730-2655 (Cell) | 877-738-4810 (Office)

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Partners in Mission School Leadership Search Solutions is the retained search division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. As partners among ourselves and with our clients' missions, we value, understand, and embrace the importance of Catholic education in our personal and professional lives — and remain committed to ensuring its strength and vitality for years to come. Engaged by religious and school communities, boards and dioceses, our team of dedicated search consultants have identified and secured mission-driven professionals to serve in a myriad of diverse Catholic school and diocesan leadership positions from Massachusetts to Hawaii.

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