



POSITION TITLE: Principal of High School, 2023-2024 academic year

SUPERVISOR'S TITLE: President of High School

FLSA STATUS: Full-time Exempt

POSITION SUMMARY: The office of the Principal has as its primary purpose to provide leadership and expertise to achieve the mission and vision of McNicholas High School. The Principal is the leader of the academic affairs and student life programs of the school. The Principal leads the curriculum design and implementation, delivery of instruction, integration of technology, and coordination of programs of professional development. With the President of the school, the Principal has operational responsibility of the traditions of Catholic Christianity faith and learning within the school. Administrative tasks include: organization of the school so that appropriate learning can take place, development of a talented faculty and supportive staff, and the development and implementation of quality curriculum and cocurricular programs. This is performed in collaboration with the administrative team. Constant communication, cooperation, and teamwork, with the President of McNicholas High School is a necessity.

QUALIFICATIONS AND EXPERIENCE: The Principal must hold or obtain a valid Ohio license for secondary school administration or equivalent. Also, the Principal must have a minimum of 4 of years of high school administration and teaching experience (preferably in a core academic subject). The Principal must be a practicing Catholic.

SKILLS: The Principal's personal assets should include: warmth, empathy, and excellent communication skills. Must be humble yet strong, open but principled, having great kindness. Must be visionary, have a genuine interest in the student as a whole person, and a willingness to develop with the school. Preferred to have experience in a co-ed Catholic high school. Must be able to serve the needs of a wide range of students, including both gifted students and those students requiring individualized education programs.

Duties and Responsibilities:

- Align the curriculum with Archdiocesan and local policies
- Develop and sustain a strong Catholic Christian community within the school
- Provide opportunities for faith development for staff and students
- Maintain open channels of communication within all segments of the school community
- Show respect for individuals and fairness in dealing with others

Accountability:

- To the President of McNicholas High School
- To the Board of Limited Jurisdiction regarding implementation of curriculum changes, new academic programs, scholastic achievements, as well as student awards and recognitions
- To the Board of Limited Jurisdiction on current educational trends, issues, new laws, and other matters that may be useful to the board members

Supervises: The Director of Curriculum, the Director of Student Life, the Athletic Director, the Counseling and Mental Health staff, the School Nurse, students, all faculty, student services staff, and selected non-instructional staff.

Leadership of Faculty and Curriculum Development:

- Hire, assign, and dismiss teachers in accordance with Archdiocesan and State policies and with the approval of the President
- Provide orientation and ongoing professional development for the faculty according to their needs
- Direct and involve the faculty in a program of philosophy evaluation, curriculum review, enhancement of methods of assessment of learning, and planning for instructional improvement informed by data about student learning
- Assist the faculty in the integration of Catholic Social Teaching in the curriculum
- Promote the growth of the teachers through supervision and evaluation
- Ensure that curriculum serves the scope of abilities, talents, interests, and needs of the students
- Be responsible for final approval of all texts and instructional materials used throughout the school
- Oversee the development of an efficient and effective master schedule of classes
- Ensure daily lesson planning by teachers
- Oversee the annual updating and publication of the Curriculum Guide

Leadership of Student Life Programs and Events:

- Oversee the planning and implementation of a service learning program rooted in prayer and Catholic Social Teaching
- Oversee the educational aspects of the athletic program. Approve the hiring of coaches who advance the mission of the school
- Oversee the progressive discipline program, student government, cocurricular clubs, student and parent diversity and inclusion programs

Student Health and Safety

- Oversee compliance with state-mandated safety drills and health inspection reports, in conjunction with the Director of Facilities
- Oversee the annual updating of the school safety plan

Management of Record Keeping:

- Provide official school reports and statistics as required by Archdiocesan and State regulations
- Maintain a professional file on each teacher
- Be responsible for the accurate and current academic, attendance, discipline, and health records of all students

Relationships and Communication:

-Serve as the primary communicator with

- Parents in regard to academics and student life programs
- Student government
- Parents' Club
- Archdiocesan School Office and the Ohio Catholic School Accrediting Agency
- Ohio Department of Education, OHSAA, and Cincinnati Public Schools as the Local Education Agency

-In conjunction with the President, provide pertinent information to

- The Board of Limited Jurisdiction
- Fellow members of the President's Leadership Team

-With the approval of the Board of Limited Jurisdiction

- Annually update and publish the School Handbook

Stewardship of Resources:

- In conjunction with the Director of Finance and the President, review, recommend for approval, and monitor budgets in the Principal's areas of responsibility
- In conjunction with the Director of Finance and the President, develop budgets for the use of government funds that support student programs

Interested candidates are encouraged to send a cover letter and resume to the McNicholas Principal Search Committee at mcnicholaspres@mcnhs.org.

To ensure consideration, applications must be submitted by February 1, 2023.

Visit www.mcnhs.org/jobs for more information.