



# Principal

SEARCH PROSPECTUS



# NOTRE DAME HIGH SCHOOL

SALINAS, CA

[notredamesalinas.org](http://notredamesalinas.org)

START DATE – SUMMER 2024



TAGLINE

***Preparing  
Young Women  
to Lead  
Extraordinary  
Lives***

## SCHOOL OVERVIEW

Notre Dame High School, located in Salinas, California, is a diocesan Catholic high school that has educated young women in Monterey, Santa Cruz, and San Benito County since 1951. As they proudly proclaim, Notre Dame is not just a school with girls, it is a school for girls.

Notre Dame High School is a college preparatory Catholic high school for young women who seek wisdom, develop as leaders, and model Christ in service to others. For more than six decades, the young women of Notre Dame High School have excelled in a faith-based environment that empowers them to demonstrate competence in academic subjects while collaborating with others and working cooperatively to achieve their goals.

- Notre Dame recognizes the primary importance of the family and shares with the parents the responsibility of educating students to live as children of God and followers of Christ.
- Notre Dame affirms the dignity and worth of each individual and is committed to the development of the whole person and, therefore, provides for the intellectual, spiritual, moral, physical, aesthetic, social and emotional growth of its students.
- Notre Dame strives to educate students to accept conscientious responsibility for themselves, to respect others, to sincerely and constantly search for the truth, and to be aware of being called to be positive agents of change in a diverse and global society.

Notre Dame High School is accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA).

## FAST FACTS



**130**

Students



**16**

Honors and AP Courses



**99-100%**

Graduates Attend College

## INTEGRAL STUDENT OUTCOMES (SPIRITS)

Seekers of truth and justice

- Demonstrating integrity and honesty in their daily lives.
- Applying moral and ethical values to decision making.
- Accepting responsibility for their actions.

People of Faith

- Understanding scripture, Catholic traditions, and doctrine.
- Expressing their own spirituality while respecting other belief systems.

Informed creative and critical thinkers

- Demonstrating competence in academic subjects.
- Collaborating with others and working cooperatively to achieve their goals.
- Identifying, evaluating, organizing, and synthesizing information.

Respectful of themselves, others, and God's creation

- Valuing and engaging diverse cultures and ideas.
- Nurturing both mind and body.

Independent lifelong learners

- Adapting to a changing world by learning how to learn.
- Demonstrating intellectual curiosity and appreciation.

Technologically competent

- Adapting to new and emerging technologies.
- Using technology as a tool for learning.

Skilled in leadership and communication

- Giving service to improve the lives of others.
- Resolving conflicts constructively.

## ACADEMICS

In response to the Gospel, the teachings of the Catholic Church, and the vision of St. Julie Billiart, foundress of the Notre Dame de Namur Congregation, Notre Dame High School strives to provide each student with a challenging and relevant curriculum in preparation for college, as well as the foundation necessary for success in any career. The required courses are intended to help students develop the knowledge, skills, and values needed to face the challenges of the future. Honors courses and Advanced Placement (AP) offerings provide opportunities for advanced study in Computer Science, English, Foreign Language, Mathematics, Psychology, Social Studies, and Studio Art. Electives are provided that enable students to best develop their talents and abilities and meet the prerequisites of their future plans.



The mission and philosophy of Notre Dame High School guide the school community in the development of the curriculum. In every aspect of the curriculum, the students are called to both spiritual and educational excellence. Notre Dame recognizes the importance of the students' families in its mission of education; therefore, Notre Dame sees the entire school community as a team working toward the common goal of developing and educating well-rounded graduates. The result is a curriculum that meets the student's needs and calls them to achieve greater success and to be of service to the large community.

## ATHLETICS

Notre Dame is fully committed to "Pursuing Victory with Honor," believing in the value of the Six Pillars of Character: Caring, Citizenship, Fairness, Respect, Responsibility, and Trustworthiness, upheld by all coaches, athletes, and parents when participating, coaching, and attending sporting events.



Committed to excellence, Notre Dame has many athletic accomplishments ([Achievements - Notre Dame High School - Salinas, CA](#)), and also strives to educate, empower, and elevate students through sports, believing:

- students are the highest priority.
- the dignity, worth, and self-esteem of participants should be paramount to all athletic activities.
- the athletic program will promote and instill Christian values.
- the most important result of competition is the development of life-long values and skills.
- the athletic program is an integral part of the high school experience.
- open communication and mutual respect among coaches, parents, and athletes provide the foundation of a successful athletic program.
- positive parent support and involvement enhances student growth and program quality.

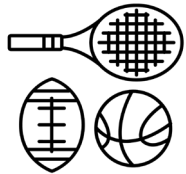


## FAST FACTS



**18**

Clubs and Leadership Teams



**9**

Athletic Teams



**75%**

of Families are Catholic



## THE POSITION

The ideal candidate for the principalship of Notre Dame High School will be a compassionate and visionary leader who is deeply committed to the mission of Catholic education and the empowerment of young women. Candidates should have a proven track record of effective leadership in an educational setting, possessing experience in administration, curriculum development, staff management, and student support services. The ideal candidate will be knowledgeable about best practices in girls' education and be able to implement strategies that support the academic, social, and emotional development of female students.

## OPPORTUNITIES AND CHALLENGES

With a \$1 million commitment from the Diocese to tuition assistance, Notre Dame High School is supported in its challenge to grow enrollment. Candidates should be prepared to oversee and manage an aggressive enrollment management program of student recruitment, admission, and retention. This includes the planning, coordination, implementation, and program evaluation necessary to carry out initiatives for student recruitment, admissions, financial assistance, and retention of students. The Principal will have the support of a deeply committed faculty and staff who generously serve the school.



MASCOT

***The Spirit,  
depicted by  
the halo***



## GENERAL RESPONSIBILITIES

- Support in word and action, the Notre Dame philosophy, mission, and hallmarks of a Notre Dame de Namur learning community.
- Fulfills duties of a Notre Dame employee as described in the Notre Dame High School employee handbook and as determined by the Diocese of Monterey.
- Serves as the Chief Executive Officer of the school ensuring that the necessary functions required for the internal and external affairs of Notre Dame are met.
- Employs, supervises, evaluates, and retains professional administrative and teaching personnel and support personnel for faith community, academic, and student affairs.
- Disseminates information to employees, parents, students, and the broader community via the school website, mailings, and both internal and external newsletters.

## PRIMARY RESPONSIBILITIES OF THE POSITION

With regard to the Faith Community Affairs of the school, the Principal:

- Oversees the mission, charism, and Catholic identity of the school.
- Articulates and promotes the mission, vision, and Catholic identity of the school to the school's public (institutional advocacy).

## FAST FACTS



**23**

Faculty and Staff Members



**9:1**

Student Teacher Ratio



- Ensures the integration of faith with the learning process as called for in the mission.
- Ensures that all religious, academic, and student affairs programs reflect the Catholic mission, charism, and identity of the school.
- Employs, supervises, evaluates, and retains the Campus Minister.
- Ensures implementation of a program of religious instruction as prescribed by the Diocese of Monterey.
- Ensures implementation of a spiritual life program for faculty and staff.
- Ensures implementation of a comprehensive spiritual life program for students including:
  - » Liturgies and para-liturgical services,
  - » Prayer lives,
  - » Retreats,
  - » Service-learning programs,
  - » Campus ministry activities,
  - » Good relations with feeder parishes.

With regard to the Academic Affairs of the school, the Principal:

- Administers with staff the day-to-day operations of the school.
- Employs and retains professional administrators, chairpersons, teachers, and support staff.
- Ensures, through the Assistant Principal for Academics, the assignment, supervision, development, and evaluation of chairpersons and teachers.
- Designs and implements with staff, appropriate curriculum and teaching/learning processes ensuring that the written curriculum is taught, tested, and evaluated.
- Ensures that effective guidance and counseling programs are in place.
- Ensures appropriate communication with and involvement of parents in the educational process.
- Ensures that up-to-date educational technology is in place and integrated into curriculum and instruction.

With regard to the Student Affairs of the school, the Principal:

- Designs and implements with staff, effective co-curricular and extracurricular activities.
- Employs and retains the Student Activities Director and, through the Assistant Principal for Student Life, ensures the supervision, training, and evaluation of the Student Activities Director.
- Supervises the Athletic Director and the organization and administration of the program of interscholastic athletics including, but not limited to, all school athletic personnel, events, competitions, policies, procedures, and facilities.
- Ensures with staff, the implementation of policies concerning student discipline, decorum, health, and safety.



With regard to Diocesan, Board of Trustees, and Community Relations, the Principal:

- Maintains good relations and communications with the Diocese of Monterey through the Diocesan Superintendent of Schools or other representatives.
- Maintains good relations and communications with partner parishes/schools, pastors, principals, and staff.
- Maintains good relations with the larger Catholic and civic communities including the media, organizations, businesses, corporations, foundations, etc.
- Works with the Board of Trustees and the implementation of the strategic plan and ensures regular communication to the school's public with regard to the status of the strategic plan.
- Ensures fair and just personnel practices in keeping with the social teachings of the Catholic Church.

With regard to the Business Affairs of the school, the Principal:

- Employs, supervises, evaluates, and retains office staff and business administrators.
- Oversees accounts payable and receivable.
- Oversees budget and financial planning.

MOTTO

***For Time and  
Eternity***







- Oversees financial management.
- Oversees financial reporting.
- Oversees financial personnel functions.
- Oversees plant and facility operations.

Reports To:

Superintendent of Schools

## APPLICATION PROCEDURE

To apply, please submit the following four documents, confidentially and as separate PDF attachments, to Shana Rossi, [srossi@partnersinmission.com](mailto:srossi@partnersinmission.com).

- Letter of Interest that aligns your experiences and skill sets with the school's current needs as you understand them.
- Statement of Catholic educational leadership philosophy.
- Current resume with all appropriate dates included.
- List of five references with names, relationships, phone numbers, and email addresses. References will not be contacted without your knowledge and approval.
- Please include "Notre Dame High School" in the subject field.



***Assemble all of the application materials in one email to:***

Shana Rossi, Partner

[srossi@partnersinmission.com](mailto:srossi@partnersinmission.com)

Partners in Mission School Leadership Search Solutions, LLC

302-250-2119 (Cell)

[www.partnersinmissionsls.com](http://www.partnersinmissionsls.com)



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.

[WWW.PARTNERSINMISSIONSLSS.COM](http://WWW.PARTNERSINMISSIONSLSS.COM)

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