

# Principal

SEARCH PROSPECTUS



## CATHEDRAL HIGH SCHOOL

NEW YORK, NEW YORK

[cathedralhs.org](https://cathedralhs.org)

START DATE - SEPTEMBER 2024



## SCHOOL OVERVIEW

Cathedral High School is an all-girls Catholic college preparatory school in the Archdiocese of New York. Located on the Upper East Side of Manhattan, Cathedral offers a robust curriculum, vibrant student life, and a long-standing tradition of friendship and sisterhood. The mission of Cathedral High School is to provide a transformative Catholic education that challenges young women to fulfill their academic potential, inspires them to lead and serve their communities, and imbues them with a deep sense of their own human dignity.

Each young woman at Cathedral is recognized as a beloved daughter of God. Cathedral is committed to the dignity and flourishing of each student through the cultivation of her personal and intellectual gifts. While Cathedral students are motivated to achieve, they know that their worth is not based on what they do—they know that their worth is based on who they are.

Cathedral High School currently enrolls approximately 380 young women from diverse racial and ethnic backgrounds, who represent over 59 nationalities and speak over 20 home languages. Students reside in all five boroughs of New York City, as well as Long Island, Westchester, and New Jersey.



## FAST FACTS



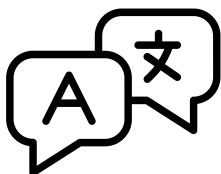
# 380

Student Enrollment



# 59

nationalities  
represented



# 20

languages spoken



# 100%

Applicants Accepted  
to 4-year Institutions



## HISTORY & TRADITION

The Sisters of Charity founded Cathedral High School in 1905 to educate the daughters of immigrant families. Today, the school maintains its commitment to educating any young woman who desires to persevere, grow, and thrive at Cathedral, especially those whose families might otherwise be unable to afford a private education.

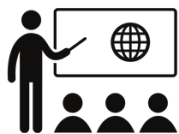
## CAMPUS

Beginning in 1924, students attended Cathedral High School at its location on Lexington Avenue. In 1973, Cathedral High School relocated with the Archdiocese of New York Chancery to 350 East 56th Street, where the school was housed within the Terence Cardinal Cooke Building. In the summer of 2023, Cathedral High School relocated to its present location at 116 East 97th Street.





## FAST FACTS

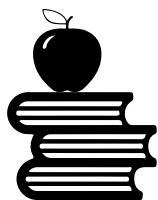


**12:1**

Student-Teacher  
Ratio



Students reside in all  
5 boroughs of NYC,  
NJ, PA, Westchester, &  
Long Island



**35**

Faculty Members with  
345 years combined  
teaching experience



**35K**

Alumnae worldwide

## CAMPUS, CONTINUED

This beautiful, newly renovated school home was originally constructed in 1923 as part of St. Francis de Sales Parish. Located within the safe residential Carnegie Hill neighborhood, Cathedral's new school home is located on 97th Street between Lexington and Park Avenues.



## CATHOLIC IDENTITY

Cathedral High School actively supports all students in cultivating a rich interior life by pursuing a relationship with God. Through First Friday Masses, sacramental opportunities, annual class retreats, and moments of prayer and reflection throughout the day, spaces are created for young women to encounter the creator in whose image and likeness they are made.

Very often, Cathedralites are then inspired to serve God and neighbor through campus ministry and numerous other volunteer opportunities. While our students come from diverse faith backgrounds, they all benefit deeply from the Catholic spiritual and intellectual tradition they receive at Cathedral.

At Cathedral, a special emphasis is placed on becoming a "woman for the world" -- a woman who knows and cultivates her God-given gifts and shares those gifts with the world. As part of the "Women for the World" speaker series, special guests are invited each month to offer reflections on their role as women of faith in the world. First-year students at Cathedral benefit from monthly seminars with these role models, who embody many backgrounds and vocations. From single women to religious sisters and from neonatologists to lawyers, these "women for the world" are witnesses to the great joy and diversity of life in Christ.





## ACADEMICS

At Cathedral, the academic experience is marked by our students' desire to reach higher--to grow in their ability to reason through and untangle complex concepts, to grapple with difficult questions, and to refine their thinking and understanding.

As a Middle States accredited school, Cathedral offers a college preparatory curriculum that meets and exceeds state requirements. In addition to providing a robust curriculum, Cathedral partners with various organizations to supplement academic work with real-world knowledge and training. These partners include the Association of Latino Professionals for America (ALPFA), Black Girls Smile, Congressional Hispanic Caucus Institute (CHCI), Girls Rule the Law, Girls Who Code, Invest in Girls, National Hispanic Institute (NHI), and Rock the Street, Wall Street.

Cathedral High School is one of the only Catholic high schools in New York City with dedicated medical, business, finance, law, and STEM programs. For nearly half of Cathedral students, the Medical Gateways Program is a defining element of their high school experience. Through this program, students receive the academic background, internship experience, and confidence needed to pursue medical studies after graduation.

A Cathedral education comprehensively prepares young women to navigate the college admissions process and launches them into successful college careers.

Beginning in freshmen year, all Cathedralites receive one-on-one advising with a dedicated team of guidance and college counselors. Students receive extensive preparation at the very start of their time at Cathedral so that they are ready as seniors to pursue their college dreams. Cathedral students participate in prestigious college scholarship programs and are accepted and matriculate into a wide array of colleges and universities. The Class of 2023 garnered \$45MM+ in academic scholarships.



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## ATHLETICS

At Cathedral High School, students know deep down that nothing can stand in their way! Their drive and determination are often seen on the court and on the field, where our students stretch themselves to be great athletes, great teammates, and great women.

Whether a student-athlete aspires to become a doctor, a social worker, an author, or a civil servant, she learns grit, dedication, and perseverance through participating in school sports.

Under the direction of talented and experienced coaches and directors, Cathedral athletes grow in skill, discipline, and endurance - and they have fun doing it! Students benefit from the use of the school gymnasium and workout equipment, as well as playing fields in Central Park and Marx Brothers Park.

Cathedral offers ten sports including basketball, cheerleading, flag football, cross country, soccer, volleyball, and softball. Cathedral is a member of the GCHSAA (Girls Catholic High School Athletic Association) and competes on the B division level.





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## STUDENT LIFE

The culture of support and encouragement at Cathedral High School equips our students with the confidence to dive into new activities outside of the classroom. By taking on new challenges, Cathedralites develop a sense of independence while at the same time building authentic friendships with their peers.

Cathedral offers over 35 activities and clubs, including Art Club, Dance Company, Mock Trial, Spires Yearbook Club, and Future Business Leaders of America.

At the beginning of every academic year, all students have the opportunity to attend Cathedral's annual club fair to learn more about extracurricular activities. If a club doesn't yet exist, students are encouraged to collaborate with one another in founding new student groups.

In addition, school-wide events foster Cathedralite sisterhood throughout the year, including school dances, pep rallies, class traditions, and multicultural shows.





## THE POSITION

Reporting to the President, the Principal is responsible for the school's academic success and continuous improvement, along with the mission of fostering a vibrant school culture and providing a transformative educational experience to all students.

The Principal's three primary areas of focus include academic achievement, teacher development, and Catholic identity. The Principal oversees curriculum development, matters of accreditation, faculty, the student learning experience, student life, and certain external relations.

### ***Academic Leadership***

Working in partnership with the President, the academic priority of the Principal of Cathedral High School is to support student achievement by recruiting, motivating, and retaining an excellent teaching staff. The goal of academic excellence requires the Principal to collaboratively direct all faculty members and communicate effectively with parents.

The principal oversees classroom management and lesson plans by setting specified standards for individual areas of study, holding regular faculty meetings, guiding teachers in selecting appropriate texts that complement other course offerings, encouraging ideas for program improvement, defining performance standards and evaluating faculty against those standards, and establishing reasonable faculty workloads.



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## THE POSITION, CONTINUED

The Principal is the educational leader of the school and is responsible for its day-to-day operations. The Principal will direct the activities of the school's instructional staff and some non-instructional staff in the performance of their duties. The Principal functions as the chief articulator of the school's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed and consistent with their individual roles. Other responsibilities include:

- To observe, supervise, and help evaluate the faculty in the development and implementation of curriculum; to supervise the teaching process; and to review and evaluate academic programs.
- To engage in regular meetings with the faculty to discuss routine school matters, provide for a stimulating exchange of ideas, to encourage collaboration and to professionally advance and develop their talents, including the involvement of professional outside resources where needed.
- To provide for the academic guidance of students; to maintain complete academic records on all students; to oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.
- Together with school administration, to prepare a master school class schedule and to assign teachers and students to classes and other obligations.
- To serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- To oversee the coordination of the co-curricular and extra-curricular activity programs of the school.
- To establish systems for tracking and benchmarking student progress.



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## THE POSITION, CONTINUED

### *Administrative Leadership*

Working with the administrative staff, the Principal is responsible for the supervision of teachers, meeting with all incoming students and parents, arranging open houses, ensuring students receive guidance counseling, establishing and implementing fair but firm discipline procedures, handling questions and grievances of the faculty and parent body in a balanced and professional manner, and maintaining a culture of open communication with parents, students, and faculty. Additional responsibilities include:

- To serve on the President's Cabinet together with the Chief Financial Officer, the Director of Admissions and Enrollment Management, and the Director of Development and Alumnae Relations.
- To supervise the Assistant Principals, Deans, department faculty chairs, and other academic, extra-curricular, and co-curricular directors and performance of their functional areas.
- To set and model high standards for the Principal's administrative team.
- To build relationships with higher education institutions and businesses where appropriate to advance academic offerings.
- As needed, attend board meetings or relevant committee meetings to report on academics, student life, and other matters critical to the school's success.
- To lead and facilitate the school's academic accreditation processes.
- To assist with fundraising and special events as needed, which may include greeting donors, assisting with grant applications, or attending fundraisers.
- To assist with admissions and marketing efforts as needed, which may include evaluating applicants, managing logistics of Open House events, or greeting visiting prospective families.
- To assist the Chief Financial Officer in the annual budgeting process and to serve as a good steward of Cathedral's financial resources.





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## THE POSITION, CONTINUED

### *Spiritual and Cultural Leadership*

The Principal must be fully committed to the full human formation of every student. In his "Address to Teachers and Religious" in 2010, Pope Benedict XVI shared that "the task of a teacher is not simply to impart information or to provide training in skills intended to deliver some economic benefit to society; education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full; in short, it is about imparting wisdom. And true wisdom is inseparable from knowledge of the Creator, for 'both we and our words are in his hand, as are all understanding and skill in crafts.'" The next Principal of Cathedral High School must fully embrace this full human formation across students' academic, spiritual, and personal development and inspire other school administrators and teachers to do the same. Specific responsibilities include:

- To foster and role model a culture of academic excellence and Gospel values.
- In collaboration with the President, to facilitate student participation in the sacraments, assist with scheduling regular school Masses, support campus ministry in coordinating student and faculty retreats, and encourage the spiritual and professional growth of the faculty.
- To advance a spirit conducive to prayer and study across the school community.
- To actively engage in the development of relationships with students, frequently interacting with the students and knowing them individually, making an effort to attend as many extracurricular events as possible and maintaining a strong presence within the community.
- To be aware of the educational, physical, social, and psychological needs of the members of the school community and to develop plans for meeting those needs.







## EXPECTED QUALITIES AND CHARACTERISTICS

- Must be a practicing Catholic in good standing with the Church who is an authentic witness to the faith
- Possess an advanced degree in Education or Educational Leadership or a related field, with School Leader or Supervisory Certification (or equivalent) preferred.
- Have prior teaching experience, as well as training and experience in school administration.
- Ability to cultivate and promote an environment which fosters elevated expectations for students, faculty, staff, and self, rooted in the belief of the dignity of every human person.
- Possess the highest levels of professionalism and a highly collaborative yet decisive approach to leadership
- Ability to establish and maintain strong relationships with faculty, staff, administrators, students, parents, and other members of the Cathedral community.
- Excellent human relations, interpersonal, and communications skills, including written, public speaking, and presentation skills.
- Possess strong motivational skills and an entrepreneurial spirit
- Firm understanding of and appreciation for the skills required to work with various constituents from multiple socioeconomic and cultural groups.
- A charismatic leader who is highly relatable to teachers, staff, parents, students, and alumnae
- An ability to discipline with charity and fairness
- Must be a highly organized self-starter and able to manage multiple tasks simultaneously.
- Possess an ability to monitor student progress and promote student achievement for all students
- Availability for evening or weekend events and meetings as necessary



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## OPPORTUNITIES AND CHALLENGES

In May of 2022, Cathedral High School transitioned to the President/Principal model. In this model, executive functions are focused around distinct leadership roles and responsibilities, purposefully aligned to complement one another. Reporting to the President, the Principal is responsible for executive functions aligned around academics and student life. The next Principal will be a champion of teaching, learning, and best practice. He or she will work in strategic partnership with the President as an institutional leader and difference-maker. Together, the President and the Principal will drive success by creating synergies together and working in close alignment and collaboration.

The world has changed a great deal since Cathedral High School graduated its first class in 1909, yet the school has always had a rich and diverse population and a cosmopolitan atmosphere. The next Principal will continue to work with a blend of cultures that encourages students to appreciate the value and unique beauty of all people.

The next Principal will need to navigate the challenges of educating young women in an ever-changing world while affirming and enhancing the school's Catholic identity. To effectively serve students and their families, the school seeks to chart a clear vision of academic rigor and high expectations. There is a desire for the next Principal to have experience and familiarity with providing excellent academic programs to students of various socioeconomic and cultural backgrounds. The next Principal will need to work closely with the President to ensure this vision is well-articulated and effectively executed by the faculty and the staff.

Cathedral High School recently moved its campus to the Carnegie Hill neighborhood in New York City, following 50 years at its previous location. The next Principal will continue to support the adjustment of the students, faculty, staff, and community into the new space. He or she will assist with creating and maintaining an environment and atmosphere that best supports teaching and learning within the spaces of its new location.





## ABOUT THE AREA

New York City is a bustling cosmopolitan city that has been described as the cultural, financial, media, and entertainment capital of the world. Manhattan is geographically the smallest of the five boroughs of New York City yet is the most densely populated. It is located almost entirely on Manhattan Island near the southern tip of the state and considered the urban core of the New York metropolitan area.

Manhattan hosts some of the most visited tourist attractions in the world. It includes skyscrapers, monuments, and iconic sites such as the Statue of Liberty, Brooklyn Bridge, and Empire State Building. Many of the most visited places in NYC are within walking distance of each other, or just a short ride away, including Central Park, Times Square, and the Rockefeller Center, among many others.

New York City is considered both the most economically powerful city and the leading financial center of the world. It is anchored by Wall Street in the Financial District of lower Manhattan. New York City is also home to numerous colleges and universities, including Columbia University and New York University. The headquarters of the United Nations is also located in Manhattan.

The television industry is a significant employer in the area, with the four major American broadcast networks, ABC, CBS, NBC, and Fox, as well as Univision and many cable channels headquartered in Manhattan.

Manhattan boasts the Metropolitan Opera, Carnegie Hall, and many theaters both on and off Broadway. Madison Square Garden, also located in Manhattan, is home to the New York Knicks (NBA) and New York Rangers (NHL). New York City is also home to the 9/11 Memorial and Museum.

Cathedral High School is in the Manhattan borough of New York City, near Central Park, in the Carnegie Hill neighborhood. Its mix of classic brownstones and high-rises is near Museum Mile, a stretch of 5th Avenue next to Central Park that draws crowds to cultural institutions and world-famous museums including the Metropolitan Museum of Art, the Guggenheim Museum of Art, Neue Gallerie, the Frick Collection, and El Museo del Barrio.



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## APPLICATION PROCEDURE

To apply, please submit the following four documents, confidentially, and as separate PDF attachments.

- Cover letter that aligns your experiences and skill sets with the school's current needs as you understand them
- Statement of Catholic educational philosophy
- Current resume with all appropriate dates included
- List of five references to include names, relationships, phone numbers, and email addresses (No references will be contacted without your knowledge and approval.)

Please include "Cathedral High School" in the subject field.



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

Aimee Viana, Partner  
aviana@partnersinmission.com  
919-943-3685 (Cell)

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