



## JOB OPPORTUNITY

# Villa Maria Academy High School

Malvern, PA

**Job Title:** Principal

**Location:** Malvern, PA

**Type:** Full Time Administrator in a President/Principal Model

### Position Overview:

The Principal, in collaboration with the President, serves as a key leader who will reflect and model the mission and the charism of the Sisters, Servants of the Immaculate Heart of Mary. The principal is responsible for the daily operations of the school, fostering the growth of the academic program, and supporting the spiritual, social, and athletic development of the students. The principal will also oversee policy implementation and supervise the professional development of faculty and staff.

### Key Responsibilities:

- **Educational Leadership:** Provide transformational leadership to develop and execute a clear educational vision aligned with the school's mission. Ensure the academic program evolves in response to student needs and institutional goals.
- **School Culture and Climate:** Cultivate a positive school culture that supports the holistic development of students and promotes a collaborative, engaging environment for faculty and staff.
- **Collaboration with Leadership Team:** Work closely with a high-performing leadership team to manage policies, procedures, scheduling, and the overall school culture.
- **Faculty Supervision and Development:** Oversee the supervision, evaluation, and professional development of faculty, ensuring alignment with academic and institutional goals.

### Qualifications:

- Practicing Catholic with a strong commitment to Catholic education and single-sex (girls') education.
- Advanced degree in educational leadership and current or eligible for Pennsylvania Principal Certification.
- A minimum of five years of successful experience in high school administration.
- Demonstrated excellence in communication, organizational, and interpersonal skills.
- Valid Pennsylvania state clearances (PA Clearances required).

### Application Requirements:

To apply, submit the following materials by **November 22, 2024** to [hrvma@vmahs.org](mailto:hrvma@vmahs.org):

1. **Letter of Interest**, including a statement of Catholic educational philosophy.
2. **Resumé**

3. **PA Principal Certification** or evidence of eligibility.
4. **List of 3-5 Professional References** (with names, relationships to the applicant, email, and phone numbers; references will not be contacted without the candidate's permission).