



# ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

## Principal

SEARCH PROSPECTUS



# ST. URSULA ACADEMY

TOLEDO, OH

[www.toledosua.org](http://www.toledosua.org)

START DATE - JULY 2025



## OVERVIEW

St. Ursula Academy (SUA), a Catholic, independent, all girls, college preparatory school serving grades 6-12, has opened a search for its next Principal, who will assume leadership in July 2025. The school seeks a dynamic, collaborative Catholic educator whose leadership will ensure the continuation of an outstanding academic program and who will continue to promote the mission, vision, and core values of the school. With increasing enrollment and an exceptional faculty and staff already in place, the school is in an excellent position to move the mission forward.

SUA is in suburban Toledo, Ohio, surrounded by the Village of Ottawa Hills. Enrollment for the 2024-2025 school year is 679 students, including 499 in grades 9-12. The Junior Academy, grades 6-8, serves 180 students. The student-teacher ratio is 12:1. SUA draws students from throughout northwest Ohio and southeast Michigan, and, while the majority of students are Catholic, the school welcomes students of all faiths. Tuition and fees for the 2024-2025 school year are \$14,650 for High School and \$10,450 for the Junior Academy. Refer to SUA's website ([www.toledosua.org](http://www.toledosua.org)) for the School Profile and to learn more.

SUA follows a President-Principal Administrative Model, with the Principal reporting to the President. SUA currently employs approximately 90 employees, including 51 full time and 15 part time faculty. More than 50 percent of the full-time faculty hold advanced degrees. Currently, there is an Interim Principal in place.

## FAST FACTS



# 1854

Founded



# 679

Total in Grades 6 through 12



# 499

In High School

The Leadership Team at the school consists of the following positions:

**Reporting to the President:** Principal; Director of Advancement; Director of Finance; Director of Marketing and Admissions; Director of Facilities

**Reporting to the Principal:** Assistant Principal; Director of Academics; Director of the Junior Academy; Director of Curriculum and Professional Development; Campus Minister of Faith Formation; Director of Technology; and Director of Athletics

St. Ursula Academy is sponsored by the Ursuline Sisters of Toledo, Ohio, and is accredited by the Ohio Catholic School Accrediting Association (OCSAA). SUA is a member of the International Coalition of Girls' Schools (ICGS) and the National Catholic Educational Association (NCEA).

## MISSION, VISION, CORE VALUES, AND STRATEGIC PLAN

### Mission Statement

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

### Vision Statement

St. Ursula Academy and Junior Academy are the premier educational choices for young women and their parents, fostering a learning environment that develops young women of wisdom, service, and faith so that each is empowered to embrace the challenges of the world with leadership, courage, and compassion.

At St. Ursula Academy, the following core values inspire the school community to live in the spirit of the foundress of the Ursuline Sisters, St. Angela Merici, and of Jesus, as found in the Gospels.

### Core Values

SUA's Core Values are as follows:

- Ursuline Spirituality
- Academic Excellence
- Service
- Leadership
- Community
- Development of the Whole Person
- Care of the Individual
- Openness to Change



SUA's mission and core values come alive in its rigorous academic programs, spiritual formation opportunities, and robust co-curricular and extra-curricular programs. SUA's Mission Statement articulates its purpose: to make a difference in the world by preparing each young woman for college and for a life of meaning.

### Strategic Plan

St. Ursula Academy's 2020 Strategic Plan "*Making a Difference*" can be found on the SUA's website [here](#).

## ST. URSULA ACADEMY HIGHLIGHTS

The mission of St. Ursula Academy and the charism of the Ursuline Sisters are reflected in the challenging college preparatory curriculum and overall educational experience that is provided to students in grades six through twelve. SUA's theme — "You choose the path, we light the way"—clearly focuses on illuminating the path for each student, allowing each girl to discover her unique educational journey. No two girls are the same, so no two girls should follow the same path. Below are just a few of the many elements that set SUA apart and makes the school *Undeniably Ursula*:



### Academic Excellence

SUA's choice to offer the most internationally accepted and acclaimed method of advanced instruction provides students with challenging courses and a means to earn college credit while in high school. SUA offers 18 AP courses and is proud of its 85 percent pass rate that far exceeds the state and national averages. In addition, SUA offers 17 Honors courses, as well as a wide variety of electives and enrichment courses. The average ACT score for the Class of 2024 was 22.

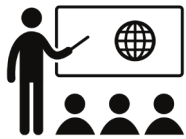


## FAST FACTS



# 180

In the Junior Academy



# 12:1

Student/Teacher Ratio



# 16

Average Class Size



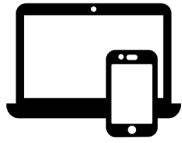
The Junior Academy's core curriculum includes math, science, social studies, English and language arts, and theology. A full slate of electives allows students to explore their interests. Electives include world languages, music performance courses, art, STEM, and technology classes. Junior Academy students in eighth grade can enroll in high school classes based on ability and educational background. Theology classes are required for all grade levels.

### SUA Leadership Program

To further fulfill its mission, in 2021, St. Ursula Academy earned the distinction of becoming the first school in the nation to offer *The Leadership Program* in its curriculum as a required course for every student, beginning with the Class of 2025. *The Leadership Program* is a four-year, applied neuroscience and evidence-based leadership curriculum for high school girls taught during the academic school day. Advised by some of the world's top thought leaders in coaching and leader development, *The Leadership Program* has received international recognition as a "leadership and management idea with the potential to change the world." (Thinkers50 Radar List 2021).

The curriculum is delivered within a best-practice leadership development framework that innovatively engages both faculty, as certified in-school Leadership Coaches, and students, as learners and peer leaders. Now in its fourth year, *The Leadership Program* is impacting students and faculty alike as leadership development is an integral part of learning and leading at SUA. To learn more, visit [SUA Leadership Program](#).

## FAST FACTS



# 1:1

MacBook program

# ACT<sup>®</sup>

# 22

Average ACT score for Class of 2024 (national average 19.5; state average 19.4)

# AP

# 85%

Students Passed AP Exams in 2024

In addition to SUA's wide variety of AP and Honors courses and globally recognized leadership development curriculum, SUA's outstanding educational experience also includes the following:

### Spirit of St. Angela Merici and Catholic Identity

Founded in the Ursuline tradition and rooted in the Catholic faith, SUA's motto, "Soli Deo Gloria" meaning "For the Glory of God Alone," is foundational to the mission. Through theology classes, thousands of service hours, Catholic sacraments, and retreats, SUA students learn and embrace the teachings of the Gospels and the Ursuline Order's foundress, St. Angela Merici. St. Angela Merici loved God above all and advocated for the education of women and love for community. St. Angela's legacy is part of the guiding philosophies shown daily at SUA.

### 4x4 Collegiate Block Schedule

Unique to SUA in northwest Ohio, the 4x4 Block mirrors a college schedule. SUA offers four 80-minute classes each day, with two semesters comprising the academic year. The 4x4 Block enables personal and meaningful instruction, lively and collaborative lesson plans, and smaller student ratios that provide in-depth learning and the opportunity to build meaningful relationships.

### College Quest

SUA's one-of-a-kind, interactive "best-fit" college process guides each student and her parents from freshman year through senior year to make the best possible choice for her college experience. This engaging method uses an interactive "road map" approach to the yearly gatherings. SUA is proud of its



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100 percent four-year college acceptance rate. College Quest and a dedicated College Counselor are two of the reasons that the Class of 2024 secured more than \$27.7 million in college scholarships, and that remarkable amount was earned by 98 percent of the graduates.

### **All-Girls Atmosphere**

The empowering feelings of sisterhood and leadership permeate SUA. Students step out of their comfort zones into new activities and courses, participate in class, try out for different sports, or start a new student club. The all-girls, positive environment is an SUA core strength. Student confidence leads to personal growth and empowerment with lifelong impact. As the girls participate in SUA traditions throughout the years, such as Intramurals, Electric Run, and singing the alma mater, they form happy memories that bond them forever to their Arrow sisters and to more than 10,000 alumnae worldwide.

### **Caring Community**

SUA faculty and staff routinely go “above and beyond,” modeling the Ursuline Core Value of Care of the Individual. Every single student is unique and important. SUA’s faculty and staff, along with the school’s counseling team, work with students to ensure that they are effectively managing the many aspects of a middle school or high school experience. SUA team members go the extra mile to forge connections with students and keep a watchful eye on their emotional and social well-being. This sense of a caring community is one of the hallmarks of St. Ursula Academy’s 170-year-old legacy.





### **Extra-Curricular and Co-Curricular Activities**

SUA is known throughout the region for its vibrant school life. Whether a student loves sports, singing, science, school spirit, or service—or all of these and more—her life at SUA will be rich and rewarding because of the many activities that enhance their premier academics.

SUA's 13 varsity athletic programs in the high school, and CYO athletic offerings for Junior Academy students, enhance the total educational experience by teaching life lessons through sport. SUA's reputation in athletics is stellar. Arrows hold past Ohio state titles in Softball, Volleyball, Tennis, and Swimming, and have been both State and National Champions in Dance.

In addition to a strong athletic program, SUA offers an unmatched experience for girls interested in fine and performing arts. The SUA musical is one of the most anticipated events of the school year and includes more than 80 students on the cast and crew.

SUA's community of students is warm and inviting. We encourage girls to make the most of their SUA experience by joining clubs and organizations that challenge their minds, teach them something new, provide opportunities to make lifelong friendships, and allow them to just have fun. With more than 40 clubs and organizations to join, SUA offers a thriving school life for all students.



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## Campus and Facilities

Of note, SUA has five science labs; an open-concept dining commons; state-of-the-art black box theater; a dance/yoga studio; weight room; field house and gymnasium; beautiful chapel; and three art studios. In the summer of 2023, St. Ursula Academy added a state-of-the-art turf field on campus that accompanies the brand-new softball field built in 2019.

## THE OPPORTUNITY

**Job Title:** Principal

**Reports to:** President

### *Position Purpose*

The Principal is primarily responsible for the academic and spiritual life of the school and must be committed to the mission and philosophy of St. Ursula Academy, as well as to the charism of the Ursuline Sisters. Specifically, the Principal should be a collaborative and forward-thinking educator and skilled leader. The Principal plays a critical role in advancing the school's mission of academic excellence, spiritual growth, development of the whole person, and empowering young women to become compassionate leaders who strive to make a difference in the world.

### *Mission*

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.





### **Primary Duties and Responsibilities**

Educational Leadership and Administrative Management:

- Provides collaborative and strategic leadership to enhance academic programs, ensuring a curriculum that meets the highest standards of excellence while creating a positive environment that fosters learning and leadership.
- Fosters a culture of continuous improvement and student-centered learning that involves evaluating faculty and other direct reports to ensure that standards are achieved, and performance is maximized.
- Collaborates with the Administrative Team, Department Chairs, and faculty to develop and implement curriculum and effective teaching methodologies, incorporating technology and best practices.
- In collaboration with the Director of Academics, reviews student performance metrics, including but not limited to grades and test data, to monitor and track student progress, provide academic support, and interpret results for program improvement.
- Directs SUA's Leadership Program working collaboratively with SUA Leadership Coaches and outside advisors.
- Oversees day-to-day school operations, ensuring a safe environment that is conducive to learning and leadership.
- Facilitates and encourages effective communication among faculty and staff.
- Leads recruitment, hiring, retention, and evaluation initiatives for faculty and positions reporting to the Principal.

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- Manages budgetary matters and resource allocation, ensuring that faculty are provided with necessary instructional resources within the limits of the academic budget.
  - Ensures compliance with relevant federal, state, and local education laws and works closely with accreditation bodies to maintain and enhance the school's accreditation status, including oversight of the OCSAA accreditation process.

### **Spiritual Leadership and Catholic Identity**

- Provides spiritual leadership of the school community in collaboration with the President, Campus Minister of Faith Formation, Campus Minister of Christian Service, and the Theology Department.
- Aligns all aspects of the school with the mission, vision, and beliefs as articulated in school documents and in keeping with SUA's identity as a Catholic, college preparatory school in the Ursuline tradition.
- Encourages spiritual development and ethical behavior among students, faculty, and staff, fostering a supportive and inclusive environment for all faiths.
- Acts as witness to Gospel values by modeling the teachings of the Catholic Church and Ursuline charisms through all actions and interactions.

### **Student Development**

- Promotes a holistic approach to student development, fostering intellectual, emotional, physical, and social growth.
- Supports extracurricular activities, including Athletics and the Fine and Performing Arts Department, to ensure that these programs contribute to the overall well-being of students.
- Works collaboratively with the Assistant Principal and Director of the Junior Academy to support school and college counseling programs, student life initiatives, and disciplinary actions, when necessary, to foster student wellbeing and to maintain a safe and positive learning environment.





### **Community Engagement**

- Works collaboratively with the President on executing the existing 2020 Strategic Plan: Making a Difference, as well as future strategic planning initiatives.
- Embraces and communicates SUA's mission through daily interactions with students, parents, faculty and staff, and other stakeholders.
- Supports school life by attending a variety of events, including athletic competitions, musical performances, and service projects, as examples.
- Represents the school at community events and engages in student recruitment outreach efforts, including Visitation, Preview Day, Prospective Parent Meetings, etc.
- Serves as a member of the Admissions Committee and is responsible for formal admission of each class of students and transfer students.

### **Qualification and Personal Attributes**

A master's degree in education administration is required, in addition to a minimum of ten years' experience as a classroom teacher. High school experience and five plus years of leadership experience in educational administration or related administrative positions is strongly preferred. Graduate coursework and experience in curriculum development is desirable. Valid Principal License or State of Ohio Professional Administrator License is required.

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The following qualities and characteristics are expected:

- An inspiring mix of personal humility, drive, and ambition for the school
- A deep belief in transforming students' lives and preparing them to be leaders in college and life
- Team builder with strong values and personal integrity
- Committed to operational excellence across all programming, including pedagogy, regardless of professional background

### **Knowledge, Skills and Abilities**

- Practicing Catholic with a passion for Ursuline education as it is described in the writings of St. Angela Merici and lived at St. Ursula Academy with its traditions and beliefs.
- A passion for, and leadership experience in, education, particularly in the education of young women, and the willingness to support a culture of learning and high expectations.
- A deep understanding of and experience with faculty supervision and evaluation, as well as pedagogy, program design, and curriculum development.
- The ability to work closely with faculty and staff as an instructional leader, to support and facilitate their commitment to academic excellence, while delegating appropriately and ensuring accountability.
- The ability to connect and communicate effectively and frequently with faculty, staff, administration, parents, and students.
- Knowledge of the effective use of technology as a teaching/learning tool as required for the position, with the ability to become proficient in PowerSchool, Mac OS, and MS Office.





- A willingness to work collaboratively and effectively with the President, the Leadership Team, the Board of Trustees, and the faculty and staff, to enhance a true partnership for the school.
- Proven strengths and success in leading and managing people, projects, processes, and change with a genuine desire to empower and motivate others.
- Flexibility and acceptance of extended working hours to support the events and activities of the institution.

### **Rate of Pay**

Salary and benefits are competitive with the local Catholic education market and commensurate with experience.

### **APPLY**

To apply, please submit the following materials as separate PDF attachments in one email to Shana Rossi at [srossi@partnersinmission.com](mailto:srossi@partnersinmission.com).

- Cover letter that aligns your experiences and skills with the school's current needs as you understand them.
- Current resume with all appropriate dates included.
- List of three references with names, physical addresses, phone numbers, and email addresses. No references will be contacted without your knowledge and approval.
- Include "St. Ursula Academy" in the subject line.



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

Shana Rossi, Partner  
Partners in Mission School Leadership Search Solutions, LLC  
[srossi@partnersinmission.com](mailto:srossi@partnersinmission.com)  
302-250-2119  
[www.partnersinmissionslss.com](http://www.partnersinmissionslss.com)



[partnersinmissionslss.com](http://partnersinmissionslss.com)