



Diocese of Des Moines

Middle School/High School Principal

Job Summary:

Saint Albert Catholic in Council Bluffs, Iowa is searching for a Middle School/High School Principal for the 2021-2022 school year, to take a thriving, Christ-centered community to the next level. The Principal will be a practicing Catholic committed to the mission of Catholic education who will foster the Catholic identity of the school by promoting Catholic values and nurturing the faith formation and spirituality of the faculty, staff and students. Saint Albert Catholic proudly serves students from Pre-K through 12th grade and boasts a rich history of academic excellence, high test scores, with active and engaged parents.

Reports to: President and Canonical Administrator

Supervises: Teachers and Support Staff

Terms of Employment: 12 month position

Performance Responsibilities:

- Act as faith leader nourishing and supporting the growth of the school faith community and Catholic identity
- Provide instructional leadership to ensure implementation of best practice strategies that support student-centered classrooms and 21st century learning, as well as coach collaborative teams as part of a Professional Learning Community
- Analyzes data to evaluate student achievement, monitor the effectiveness of the instructional program, and implement multi-tiered systems of support
- Oversee the daily operations of the school, including long-term strategic planning
- Manage recruitment, leadership, supervision, and evaluation of staff
- Collaborate with the business manager to ensure the development of the annual budget, approve all expenditures and plan for future needs of the school.
- Establish standards for student behavior and enforce discipline procedures, including teacher support in classroom management
- Advance development and enrollment by building alumni relations, meeting public relations goals, supporting fundraising efforts, and recruiting and retaining students.
- Ensure compliance with all local, diocesan, state and federal rules governing schools, which includes state accreditation standards, teacher licensure, Title programs, diocesan and Saint Albert Catholic School policies.
- Supervise events as needed
- Other duties as assigned

Qualifications

Knowledge, Skills, and Abilities: The ideal candidate will be a practicing Catholic who possess Iowa Administrative certification, a high level of professionalism, superior communication and relationship-building skills, a strong instructional presence, an intuitive understanding of utilizing data to inform instruction, and well-developed competencies in problem-solving and critical thinking.

Education and Experience

Bachelor of Science in Education

Masters Degree in Educational Leadership

Possess a valid 6-12 Iowa Administrative license including Evaluator Approval

Five or more years of experience as a classroom teacher preferred

Minimum of three years as a school administrator preferred

Application Instructions

Interested applicants should remit a letter of application, resume, transcripts, and three current references through Teach Iowa. Applications will be accepted through March 19, 2021.