

St. Joseph Catholic School seeks a long-term, full-time Principal for their preschool through eighth grade school in Battle Creek, MI. As overall leader, the principal is responsible for the integration of learning and faith within the school, for successful academic and student programs, and for effective management of the financial and development affairs of the school. This position will supervise all faculty, staff, and volunteers.

The responsibilities of the principal include, but are not limited to:

- Providing leadership within the school and creating an environment that speaks of the Catholic identity of the school.
- Developing a rigorous educational program that meets the needs of the student population and maintaining a consistency in academic excellence, in accordance with Diocesan MNSAA Accreditation standards.
- Providing leadership among faculty, staff and parents that creates an inviting, welcoming, learning environment in which the diversity among students, on all levels, is both respected and appreciated.
- Creating an atmosphere with faculty, staff and parents which promotes a love of learning among students while encouraging the development of each student to his/her full potential.
- Providing professional development for faculty that advances the academic and spiritual goals of the school.
- Preparation of the school budget in collaboration with the pastor/school consultative board and the administration and monitoring of the budget once it has been approved.
- Maintaining the physical environment of his/her building and ensuring its cleanliness and safety.
- Providing relevant, effective, and timely communication to staff and parents regarding school news and events.
- Recruiting, hiring, supporting, and supervising faculty and staff, performing annual evaluations, and terminating employment.
- Management of the school office including reporting, record keeping, and providing appropriate internal and external signage that is both positive in tone, helpful, and communicates the mission of the school.
- Coordination of parent and community involvement in school activities.

COMPENSATION Battle Creek Area Catholic Schools offers an annual salary range commensurate with knowledge and experience, as well as an excellent benefits package which includes health, dental, and vision insurance, retirement benefits, 100% tuition for their children to attend the Battle Creek Area Catholic Schools.

SCHEDULE: This is a contracted, full-time position that is active year-round.

QUALIFICATIONS

- Current Michigan Administrative Certificate required, or applicant must achieve this within two years of hire.
- A minimum of three years of classroom teaching and/or school administrative experience is required.
- Must be a practicing Catholic.
- Exceptional interpersonal skills and abilities to communicate with inspiration and clarity.
- The candidate must complete a fingerprint scan, a federally mandated background check, VIRTUS training, and affiliated background check through the Diocese of Kalamazoo.

Priority given to resumes submitted by June 24, 2024. Please send to: advisoryboard@bcacs.org

ABOUT the BATTLE CREEK AREA CATHOLIC SCHOOLS: BCACS is a multi-parish Catholic School system in Battle Creek MI, operating under the Diocese of Kalamazoo. It has approximately 325 students in preschool through twelfth grade. The schools are accredited by the Michigan Non-public Schools Accrediting Association.