

## **St. Monica - St. Michael School Principal**

St. Monica - St. Michael Catholic School is a PreK through Grade 8 school located on the campus of St. Monica Parish in Barre, VT that serves over 120 students and is now searching for its next principal.

The principal is the chief administrator and educational leader in St. Monica - St. Michael Catholic School and is responsible for developing, maintaining, and supporting the implementation of the goals of Catholic education. He /she is responsible for the continuing growth of the school community, the improvement of the instructional program, and the formation of students in the Catholic faith.

### **Key Qualifications**

- A faith-filled, enthusiastic leader who is a practicing Catholic in good standing with the Catholic Church and embraces the mission of Catholic education.
- Hold, or be willing to pursue, a Master's degree, Vermont licensing, and have a minimum of three years teaching experience in a Catholic school.
- See the full list of requirements on page 61 (RULE: 5440-91 Principal) of the following link:
  - <https://education.vermont.gov/sites/aoe/files/documents/Rules%20Governing%20the%20Licensing%20of%20Educators%20-%20Effective%20June%202011%20-%202021.pdf>

### **Key Skills and Attributes**

1. Committed to providing an environment rich in Gospel values.
2. Passionate about making a personal connection with students and establishing a positive culture/climate with parents and educators focused on forming young people to be bearers of Christ to the world.
3. Knowledgeable in educational methodology with a key ability to foster academic excellence.
4. Skilled at identifying, attracting, developing, and retaining high-quality educators who possess an understanding of and commitment to the mission of Catholic education PreK - 8th grade.
5. Capable of implementing successful strategies for student recruitment and retention.
6. Approachable and accessible leadership style
7. Visible and interactive on campus and at school events that occur both within and outside of the school day.

8. Demonstrate collaborative leadership and conflict resolution skills, particularly when interacting with students, faculty, staff, parents, School Board, alumni, and others
9. Decisive in an environment with competing demands and limited resources
10. Possess strong communication and interpersonal skills when interacting with the school community and the community at large
11. Able to prioritize responsibilities
12. Experience in fiscal and facilities management as well as strategic planning / implementation
13. Focus on the long-term viability and sustainability of the school

### **Salary and Benefits**

Salary is commensurate with experience and qualifications

Full benefits information will be provided to all interviewed candidates. This includes health insurance and four weeks paid vacation.

### **Terms of Contract**

The contract period is for twelve months from July 1 - June 30.

### **Evaluation**

Principals are evaluated on an annual basis by the Pastor with input from the School Board.

### **Application Documentation**

Interested candidates are asked to submit the following documents to Jeanne Gearon, EdD, Superintendent of Schools for the Roman Catholic Diocese of Burlington:

- Current resume with all appropriate dates, position details, etc.
- Letter of interest/cover letter that outlines how you will utilize your experience and skill set in this position.
- List of 3 to 5 references with names, relationships, phone numbers, and email addresses. References will not be contacted without your knowledge and approval.
- A comprehensive background check will be completed post-offer.

These can be sent via mail to 55 Joy Drive, South Burlington, Vermont 05403 or in PDF format via email to [jgearon@vermontcatholic.org](mailto:jgearon@vermontcatholic.org).