

Rice Memorial High School (RMHS) located in South Burlington, Vermont announces its search for an effective and enthusiastic administrator to serve as its next principal. RMHS is a Catholic, coeducational college preparatory school, owned and operated by the Roman Catholic Diocese of Burlington. Rice is one of three Catholic high schools in Vermont and the only one serving Vermont's largest city, Burlington.

The school's mission is to guide students toward the realization of their God-given potential. RMHS teaches students to recognize and develop their gifts by inspiring them to love learning, to serve others and to seek God through Jesus Christ and his Church. We do this by focusing on four pillars: faith, academic excellence, service, and community.

The principal will collaborate with the Superintendent of Schools, the school's leadership team, and the school advisory board to build on the successes of the past to chart an exciting future for the school. The principal is responsible for the day-to-day operations of the school including serving as the school's faith formation and instructional leader as well as the chief operating officer in charge of facility and fiscal matters. RMHS is accredited by the New England Association of Schools and Colleges

Key Qualifications:

- A faith-filled, enthusiastic leader who is a 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 in Education or Administration; be eligible for Vermont licensing; and have administrative or teaching experience in a Catholic school.

Key Skills and Attributes:

- Committed to providing an environment rich in Gospel values.
- Enthusiastic 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.
- Knowledgeable in current educational methodology with a key ability to foster academic excellence.
- Skilled at identifying, attracting, developing, and retaining high-quality educators who possess an understanding of and commitment to the mission of Catholic secondary education.
- Equipped to implement successful strategies for student recruitment and retention.
- Approachable and accessible leadership style with a reputation for being extremely visible and interactive on campus and at school events that occur both within and outside of the school day.
- Collaborative leadership skills while also possessing the ability to be decisive in an environment with competing demands and limited resources.
- Possess strong communication and interpersonal skills when interacting with students, faculty, staff, parents, advisory school board, alumni, and other community stakeholders.
- Understand the importance of prioritizing responsibilities to ensure smooth operation of the school's overall program.
- Experience in strategic planning and implementation as well as fiscal management and oversight are preferred.

Salary and Benefits:

- Salary is commensurate with experience and qualifications.
- Full benefits information will be provided to all interviewed candidates and include health insurance and four weeks paid vacation.

Application Documentation:

All applicants must electronically submit the following documents as separate PDFs:

- Current resume with all appropriate dates, position details, etc.
- Letter of interest/cover letter that outlines how you will utilize your experience and skillset 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.

Application Process

Applicants may apply by emailing the application documentation to the Diocesan Human Resources at mfoster@vermontcatholic.org or through this job posting.

Applications are currently being accepted and will be reviewed as they arrive. Interviewing of select candidates will commence upon receipt of application and will continue until the position is filled.

A comprehensive background check will be completed post-offer. The contract year begins on July 1, 2023.