



*Roman Catholic
Diocese of Corpus Christi
Office of Catholic Schools*

June 14, 2017

University of Dallas
Department of Education
Master of Catholic School Leadership
1845 E. Northgate Drive
Irving, TX. 75062

Dear University Leader,

Please post the attached important leadership opportunity for a Catholic High School Principal in the appropriate locations.

Thank you for your assistance and support. Thank you for your ministry in Catholic education.

Please feel free to contact me if you would like more information. I may be reached at:
or rhenry@diocesecc.org.

Yours in Catholic education,

A handwritten signature in black ink, appearing to read "Dr. Rosemary J. Henry".

Dr. Rosemary J. Henry
Superintendent of Catholic Schools



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JOB SUMMARY

The High School Principal at St. John Paul II High School, in the Diocese of Corpus Christi, will create a Christ-centered learning environment where students and community members foster the development of the whole student- spiritually, intellectually, morally and socially. The mission driven high school Principal will report directly to the President and will work closely in collaboration with the Office of Catholic Schools.

JOB DUTIES AND RESPONSIBILITIES

- Provide visionary and energetic leadership to the school community
- Foster and maintain community relations through collaboration and servant leadership
- Serve as a change agent to improve all facets of the school and assess successes and challenges
- Engender loyalty and unity with the school mission through wise and prudent decision making and action
- Be accessible and present to the school community
- Instill a drive for academic excellence
- Provide instructional leadership through curriculum assessment, teacher appraisals, review of testing data and implement programs needed for *student success*
- Ensure strong and effective communication
- Promote parental involvement
- Serve to ensure a well rounded secondary experience for all students in areas of athletics, extra curricular activities, service programs, retreat formation, etc.
- Maintain confidentiality
- Ensure compliance in regards to all standards, protocols, policies ,etc.
- Maintain effective financial management
- Create an atmosphere of success and achievement for the entire community
- All other duties as assigned

REQUIREMENTS

- Practicing Catholic in good standing with the Church
- Masters Degree in Educational Leadership
- Leadership experience in a high school setting
- 3-5 years proven track record of success as a school leader
- Highly organized with project management skills and drive to meet the organizational objectives
- Creative thinker with strategic planning skills and a commitment to Catholic education

ADDITIONAL REQUIREMENTS

- Valid Drivers License
- Submit to employment required screenings, criminal background and drug screening.
- Certified in Safe Environment training provided by the Office Of Safe Environment and Child and Family Resources
- Position requires adherence to diocesan policies and procedures

HOURS

Full Time

BENEFITS

Medical benefits and 403(b) Retirement Plan

All interested candidates may download an employment application from the website and send a cover letter and resume to

Diocese of Corpus Christi

c/o Diana Sanchez

P.O. Box 2620

Corpus Christi, Texas 78403

or email dsanchez@diocesecc.org