

Marian Middle School

Position Title: Principal

Classification: Exempt

Reports To: President

Job Hours: approximately 7:15 a.m. - 4:00 p.m., Monday-Friday

A. Statement of Basic Function

Marian Middle School, the only school of its kind in St. Louis, providing 12+ years of transformational education to girls to break the cycle of poverty, is seeking a Principal. The Principal works with the president to provide spiritual and instructional leadership for the academic faculty and students serving as a role model of gospel living and witness to God's love. She/he is responsible for the supervision and oversight of the on-site middle school, enrichment, and Graduate Support Programs. The principal works to create a school culture of engaging learning, continual improvement, and safety that empowers staff and students. She/he collaborates with community partners to improve student achievement.

B. Duties and Responsibilities

a) Spiritual Leadership

1. Model gospel living and fidelity to prayer
2. Lead the school community in prayer at staff and community gatherings, chapel and mass
3. Plan yearly staff retreat

b) Curriculum Development and Instruction

1. Review, evaluate, and revise the curriculum in an on-going fashion
2. Collect and offer feedback on teacher lesson plans, instructional materials, and assessments
3. Observe and provide feedback on classroom instruction, meetings, and presentations through informal observations and walkthroughs throughout the year

c) Supervision and Professional Development

1. Keep current on best practices and emerging trends in education
2. Plan weekly professional learning hour for teachers and regular meetings with the assistant principal

3. Offer support, resources, and opportunities to assist teachers in meeting their professional development goals; track progress towards goal attainment
4. Perform formal yearly observations and complete summative evaluations as required for staff
5. Organize orientation and mentoring program for new staff
6. Maintain documentation and personnel files

d) Student Needs and Parent Partnerships

1. With teachers and graduate support staff, track students' progress and provide necessary resources (academic and other) to ensure success
2. Communicate with parents as partners in education
3. Engage parents in the education process and track engagement hours
4. Communicate with staff about students' academic and medical needs, sharing information about conditions and diagnoses that might adversely affect students' academic performance
5. Monitor and manage student behavior by establishing and enforcing rules and procedures
6. Complete DESE, Archdiocesan, and other forms that supply funding and opportunities to meet student needs
7. Review and revise the parent/student handbook
8. Organize major family/school events including but not limited to Back-to-School Night, Parent-Student-Teacher Conferences, and Eighth Grade Dinner
9. Attend events including but not limited to Graduation, school plays, concerts, performances, athletic events, etc.

a. Support Fundraising, Development, and Strategic Planning

1. Assist with grant writing, conversations with donors, and other development efforts as requested
2. Attend major events including but not limited to Girls Night Out and Marian Magic
3. Oversee the Academic Subcommittee of the board

4. Prepare reports and present at board meetings, strategic planning sessions, and other gatherings as appropriate
5. Work with the business manager to prepare and oversee fiscally responsible academic, enrichment, and graduate support budgets that focus on programs, people, and practices that improve the learning experience for students

e) School Safety

1. Monitor the classrooms, hallways, and other physical spaces for safety and order and the kinds of staff/student, student/student, and staff/staff interactions that promote the well-being of the whole person
2. Work with the business manager to provide oversight and ensure upkeep of the facilities
3. Review and revise the school safety plan in an on-going fashion
4. Run safety drills as required
5. Serve on the crisis response team

f) General Duties

1. Create a positive school culture of learning and improvement
2. Hire highly qualified staff
3. Ensure general communication with internal staff
4. Maintain appropriate certifications
5. Abide by the regulations outlined in the faculty handbook/personnel manual
6. Additional duties as assigned

C. Knowledge and Skills

College degree required with a minimum of five years teaching and masters in administration and administrative experience preferred. Trauma informed training is also preferred. Candidate must have a passion for the mission of Marian Middle School, and must possess an ability to maintain a calm, compassionate presence in stressful situations. Strong oral and written communication skills are required. In addition to joining a culture of excellence and faculty and staff who are fully committed to the mission and our guiding values, benefits include a competitive salary and benefits package.

D. External Relations

The principal interacts with a variety of students, professionals, community resources and volunteers. She/he needs to demonstrate knowledge of Marian Middle School when dealing with the public and be at all times an ambassador of the school.

To Submit an Application:

Interested applicants should send their resume and cover letter to Sharon Baca, at sbaca@mms-stl.org.