



## Principal

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### **Position Opening: Principal, Notre Dame-Cathedral Latin School, Chardon, Ohio**

*This is an exciting opportunity to lead one of the finest high schools in northeast Ohio on a stunning 450-acre campus in a Catholic, holistic, coeducational education for over 700 students. Position to begin July 1, 2023.*

#### **Notre Dame-Cathedral Latin School**

Educating leaders who transform our world is the heart of NDCL's mission. Everything at Notre Dame-Cathedral Latin, from our emphasis on faith formation, to our college preparatory curriculum to our stunning campus, points toward a life of leadership and service.

Students are challenged toward academic excellence in an environment that promotes an exceptional Catholic education. Providing major savings in college tuition, the College Credit Plus option offers students the opportunity to take fourteen college courses taught on campus. A STEM-focused curriculum stimulates interest in STEM-related careers while the Academic Success Center guides students to higher academic achievement.

Beyond the classroom students participate in retreats, prayer and service-learning experiences that provide students a foundation for a faith filled life. Students play on championship athletic teams, and participate in performing arts, robotics, eSports, mock trial, Marching Band and much, much more.

Since 2008, NDCL's facilities have been transformed to address contemporary learning and community. Some include: Annunciation Chapel and Campus Ministry Center, Sisters of Notre Dame Learning Commons, Pat and Janet O'Brien Center for the Performing Arts, Eugene Baker gym, all-weather track and artificial turf at Lozick Field, cafeteria, tennis courts, and major upgrades in technology and safety.

The Sisters of Notre Dame sponsor NDCL, governed, since 2003, by a lay Board of Directors. On July 1, 2015, the Notre Dame Schools Board of Directors was officially initiated and now governs both schools on our campus -- Notre Dame-Cathedral Latin and Notre Dame Elementary. One of its primary goals is to sustain and strengthen the educational vision and principles of the Sisters of Notre Dame.

#### **Nature and Scope of the Position**

Working closely with and reporting to the President, the principal shapes the culture and school community with a vision toward fulfilling the mission "to educate leaders who transform the world, as Jesus did, by living the truth in love." The Principal, as the chief operating officer of Notre Dame-Cathedral Latin School, is responsible for the day-to-day management of the school in all its activities and departments. In this role, the Principal leads others to integrate and actualize the mission, vision and core values of the school in the educational and co-curricular programs.

#### **Major Responsibilities:**

##### ***Faith & Mission***

- Demonstrates a commitment to the mission of Notre Dame Schools in the context of the Catholic Church's educational mission.
  - Ensures that all programs and initiatives reflect the mission, vision and core values of NDCL.
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- Explores, creates and sustains effective partnerships that advance the mission of NDS and enhance NDS visibility in the wider community.
  - Grasps the scope and significance of the schools' academic and extra-curricular programs in promoting the mission of NDCL.

### **General Responsibilities**

- Works closely with and reports to President.
- Ensures that the Catholic identity of the school is developed and promoted among all constituencies by integrating the charism and mission of the Sisters of Notre Dame and the mission of NDCL in the daily life of the school.
- Hires, supervises, evaluates and dismisses instructional and administrative personnel in the areas of academics and student life (assistant principals, faculty, campus ministry, guidance, library, athletics).
- Facilitates on-going evaluation of the curriculum and planning for school improvement.
- Supervises instruction and plans for on-going professional development.
- Ensures the religious formation of students through academic and campus ministry programs.
- Approves the school's master schedule, assigns teaching schedules and related duties, and directs course selections and scheduling of students.
- Establishes the school calendar and coordinates the scheduling of all school-related activities.
- Works with the President and Director of Finance in the development of the annual budget, and exercises fiscal control of the budgets for staff development, school administration, academic departments, and co-curricular activities including athletics.
- Makes final decision regarding the admission or dismissal of students in accordance with the school's policies.
- Meets with parents, students and teachers over mutual concerns.
- Assures that the school is in compliance with all governmental and educational regulations. This includes all safety and security concerns.
- Represents the school to appropriate educational organizations, diocesan offices and local school administrations.

### **Preferred candidates for this position will:**

- Be committed to the mission of Notre Dame-Cathedral Latin School.
- Be Catholic.
- Have experience leading faculty/staff as principal.
- Have a master's degree in education and certifications.
- Have demonstrated ability to think strategically and thorough understanding of strategic development.
- Have and model interest, enthusiasm, and affinity for working with colleagues and students.
- Possess excellent interpersonal skills, courtesy and tact to work with a variety of stakeholders.
- Demonstrate superior oral and written communication skills.
- Have an ability to participate in public speaking events.
- Be computer literate and have experience with Microsoft Office Suite and presentation software.
- Be self-motivated, work well under pressure, and able to handle several projects at one time.

### **To apply:**

- Applications due 11/4. Send letter of interest, statement of educational philosophy, and resume to Dr. Michael Bates, President, via email to [leadtotransform@ndcl.org](mailto:leadtotransform@ndcl.org)
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