



# ST. MARY'S HIGH SCHOOL

*A Catholic college-prep family since 1885*

**Mission Statement: St. Mary's High School exists to educate students in the Catholic tradition to be responsible, moral, critical thinkers and leaders who are well-prepared for college and life.**

## Job Description and Posting

<b>Position Title:</b>	Principal
<b>Department:</b>	Administration
<b>Reports To:</b>	President
<b>FLSA Classification:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non- Exempt
<b>School Classification:</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (<30 hrs/week) <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
<b>Schedule:</b>	<p>Full-time expectations (School operating hours approximately 7 AM to 4 PM or later; occasional nights and weekends may be required for school events, meetings, or special projects.):</p> <ul style="list-style-type: none"> <li>• Approximately 7-9 days: During Teacher In-Service days beginning approximately the first of August through mid-August, the day before Christmas break ends, Parent-Teacher conferences (fall and spring), occasional faculty formation or Diocesan Professional Development Day</li> <li>• Approximately 178 days: During school days in the academic year beginning approximately mid-August through approximately the third week of May.</li> <li>• During summer break beginning after Memorial Day through the first of August</li> </ul> <p>In addition to PTO, school breaks generally include: 1 week for Thanksgiving, 2 weeks for Christmas, 1 week for Spring Break, 1 week for 4<sup>th</sup> of July, Good Friday, Easter Monday, Labor Day, Memorial Day, and President's Day.</p> <p>During major holidays and other school breaks, work schedules are determined by administrative needs.</p>

<b>Compensation:</b>	\$80,000-\$120,000 annually, depending on experience
<b>Benefits:</b>	Eligible employees may receive medical, dental, and vision insurance, retirement plan participation, and paid sick leave under Colorado law. Additional benefits include participation in the faith-centered community life of St. Mary's High School.
<b>Posting Open Through:</b>	April 21 <sup>st</sup> , 2026, or until filled

**Job Summary**

The Principal of St. Mary's High School serves as the chief academic and student life leader responsible for the daily educational and operational life of the school. The Principal ensures the delivery of a rigorous Catholic college-preparatory program while fostering a safe, disciplined, and faith-filled environment that supports the intellectual, spiritual, and personal formation of students. Working in close collaboration with the President, the Principal leads faculty, oversees curriculum and student life, and promotes excellence in teaching, learning, and Catholic formation consistent with the mission of the school.

**Essential Job Functions**

- All employees at St. Mary's Catholic High School are expected to:
- Support and uphold the philosophy of Catholic education and the established mission of St. Mary's High School.
  - Act as a witness to Gospel values by modeling the teachings of the Catholic Church in their professional and personal conduct.
  - Support and adhere to the Code of Conduct and policies and procedures of St. Mary's.
  - Abide by the school's confidentiality policies and procedures.
  - Demonstrate professionalism in conduct, demeanor, and work habits.
  - Maintain a work schedule that maximizes availability to the school, students, and staff.
  - Maintain positive and cooperative relations with parents, students, and school personnel.
  - Participate in professional development opportunities to remain current with relevant standards and practices.
  - Maintain regular, reliable and predictable attendance.
  - Perform any other job-related tasks deemed necessary and/or assigned by the President.

**Important Job Functions**

- All employees at St. Mary's High School are encouraged to:
- Collaborate with peers to enhance the work environment and support the overall mission of the school.
  - Demonstrate a willingness to respond to individual needs within their scope of responsibility.
  - Actively participate in the larger school community to contribute to a positive school culture.

**Role-Specific Responsibilities & Duties**

- Mission and Catholic Identity**
- Foster and promote the Catholic mission and identity of the school in all aspects of student life, academics, and school culture.
  - Support the spiritual formation of students through collaboration with campus ministry, faculty, and school leadership.
  - Ensure that Catholic teachings and values are integrated into the educational experience and daily life of the school.
  - Model and encourage a culture of faith, service, respect, and virtue within the school community.
- Academic Leadership**
- Serve as the chief academic leader responsible for the development, implementation, and evaluation of the school's academic programs consistent with St. Mary's mission statement.
  - Ensure a rigorous Catholic college-preparatory curriculum aligned with accreditation standards and best educational practices.
  - Oversee curriculum development, instructional quality, and academic assessment.

- Lead continuous improvement efforts to enhance student learning and academic outcomes.

**Enrollment and Student Retention**

- Support the school’s enrollment goals by fostering a strong academic and student life experience that encourages student success and long-term retention.
- Collaborate with admissions personnel to promote the school to prospective families, engage current families, and ensure that instructional quality, student support, and campus culture contribute to sustained enrollment and high retention rates.

**Faculty Leadership and Development**

- Recruit, supervise, evaluate, and support faculty and instructional staff.
- Foster a culture of professional growth, collaboration, and mission-centered teaching.
- Provide guidance and support for instructional improvement and faculty formation.

**Student Life and Formation**

- Oversee student discipline, activities, and student formation programs.
- Promote a positive school culture that supports student growth in character, leadership, and responsibility.
- Ensure that student policies and practices reflect the school’s mission and values.

**School Operations**

- Manage the day-to-day operations of the school, including scheduling, academic policies, and student services.
- Ensure a safe, orderly, and effective learning environment for students and staff.
- Oversee the implementation of school policies and procedures.

**Operational Financial Management**

- Manage the day-to-day operational performance of the school in a manner consistent with the approved institutional budget.
- Ensure that staffing, scheduling, academic programming, and student services are administered efficiently to support responsible use of financial resources.
- Collaborate with the President and CFO to monitor operational expenses, identify cost efficiencies, and support the financial sustainability of the school’s daily operations.

**Accreditation and Institutional Improvement**

- Lead accreditation processes and institutional improvement initiatives.
- Use data and assessment to guide decision-making and enhance educational outcomes.
- Ensure compliance with accreditation standards and educational regulations.

**Collaboration with the President**

- Work closely with the President to ensure alignment between academic leadership and the school’s mission and strategic priorities.
- Support enrollment initiatives (especially retention), community engagement, and institutional advancement as appropriate.
- Contribute to the overall leadership and unity of the school community.

Any other duties assigned by the President consistent with the Principal’s position and qualifications, including but not limited to mentorship and training opportunities.

**Minimum Qualifications**

**Education/Certification:**

- BS/BA in Business Management, Nonprofit Administration, or related field

**Experience:**

- Prior executive or operational management experience in a middle or high school setting is required.

**Knowledge, Abilities, and Skills**

**Knowledge**

- Strong understanding of the mission and philosophy of Catholic education and commitment to the teachings of the Catholic Church.
- Knowledge of secondary school curriculum, instructional leadership, and student formation within a Catholic college-preparatory environment.
- Familiarity with accreditation standards and best practices in Catholic school leadership,

including the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools.

- Understanding of student development, faculty supervision, and effective school operations.

#### **Abilities**

- Ability to lead and support faculty in delivering high-quality instruction and student formation.
- Ability to manage the daily operations of a secondary school while maintaining a safe, orderly, and supportive learning environment.
- Ability to collaborate effectively with the President, faculty, parents, and the broader school community.
- Ability to promote academic excellence while supporting the spiritual and personal development of students.

#### **Skills**

- Strong instructional leadership and faculty supervision skills.
- Excellent communication, relationship-building, and conflict resolution skills.
- Effective organizational and decision-making abilities in a school environment.
- Ability to foster a positive and mission-centered school culture.

### **Working Conditions & Physical Demands**

- **Working Conditions:**
  - Works in a professional office and school campus environment with regular presence throughout classrooms, campus facilities, and school grounds.
  - Required to work evenings and weekends for Board meetings, school events, liturgies, athletic contests, fundraising activities, and community functions.
  - Serves in a full-time, year-round executive capacity and must be available outside normal school hours as needed.
  - Regularly engages with students in various campus settings, including environments with noise, high activity levels, and outdoor weather conditions.
- **Mental/Physical Demands:**
  - Required to maintain composure and professional demeanor in high-pressure situations, including emotionally charged interactions with students, parents, and colleagues.
  - Ability to effectively de-escalate heightened emotional situations and conflicts among students, employing calm, consistent, and respectful communication strategies.
  - Skill in navigating complex parent interactions, including active listening, empathetic communication, effective reasoning, and constructive negotiation to resolve concerns and foster positive partnerships.
  - Ability to manage and respond appropriately to a wide range of student behaviors, including those that may be disruptive or challenging, with patience and consistency.
  - Capacity to adapt to changing circumstances, unexpected demands, and evolving student needs with flexibility and resilience.
  - Required to manage high to moderate levels of stress inherent in a dynamic educational environment.
  - Ability to prioritize multiple tasks and responsibilities effectively, often with competing deadlines.
  - Required to lift or carry classroom supplies, textbooks, furniture, and equipment to a minimum of 35 pounds.
  - Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis for extended periods.
  - Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading.
  - Ability to monitor students in a variety of locations, including those with noise, activity, and inclement weather conditions.
  - Capacity for sustained mental focus and concentration throughout the school day for instructional delivery, grading, planning, and administrative tasks.
  - Strong emotional regulation skills to effectively manage personal emotions while responding to the emotional needs of students.

- Ability to maintain a positive outlook and foster an encouraging environment despite potential setbacks or challenges.

## **Ministerial Exemption**

### **Ministerial Role and Responsibilities**

The employee serves as a minister of the faith, a position integral to the religious mission of St. Mary's High School. This role involves more than secular duties; it includes a direct and substantive role in sharing the Catholic faith, upholding its values, and participating in the school's religious mission. This may include, but is not limited to:

- Integrating Catholic principles and values into the curriculum and all aspects of school life.
- Serving as a witness and role model of the Catholic faith in both professional and personal life.
- Leading or participating in prayer, liturgies, and other religious services.
- Providing spiritual guidance and faith formation to students and the school community.

### **Employment Relationship**

By accepting this position, the employee agrees that their employment is religious in nature and that the school's hiring, evaluation, and termination decisions are based on both secular and religious criteria. The employee must act in a manner consistent with the teaching and values of the Catholic Church.

### **Legal Acknowledgement**

The employee acknowledges and agrees that their role falls within the ministerial exemption as recognized by law. This means that, in certain matters, the school's employment relationship with the employee is governed by the principles of Church autonomy and not by certain federal, state, and local laws. The employee agrees that any employment disputes arising from this role will be resolved in accordance with these principles and the dispute resolution process of St. Mary's High School.

## **Disclaimer**

This job description is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, technological developments, etc.).

All employees must adhere to St. Mary's Code of Conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

## **About St. Mary's High School**

**Mission Statement:** St. Mary's High School exists to educate students in the Catholic tradition to be responsible, moral, critical thinkers and leaders who are well-prepared for college and life.

### Summary:

Located in Colorado Springs, St. Mary's High School is a Catholic, college-preparatory high school committed to the formation of the whole person—intellectually, spiritually, morally, and socially. Rooted in the teachings of the Catholic Church and animated by the integration of faith and reason, the school challenges students to pursue academic excellence while growing as disciples of Christ and leaders in service to others. The school has approximately 150 students, and 30 faculty and staff members.

St. Mary's offers a rigorous college-preparatory curriculum designed to prepare students for success in higher education and beyond. Advanced coursework, strong SAT/PSAT preparation, and intentional college counseling support graduates in meeting competitive admission standards. The academic program is complemented by robust athletics, fine arts, and extracurricular opportunities that cultivate leadership, teamwork, resilience, and character.

As an independent school, but operating under a Strategic Alliance Agreement with the Diocese, St. Mary's maintains a governance structure that clearly distinguishes the Board's responsibility for mission stewardship and strategic oversight from the administration's responsibility for daily operations and academic leadership. The school adheres to NESBEC accreditation standards, ensuring both academic quality and student well-being.

With a close-knit student body and dedicated faculty, St. Mary's fosters a community grounded in respect, accountability, and faith. Faculty and staff are expected to support the Catholic mission and serve as positive role models for students.

St. Mary's is currently engaged in a capital campaign, the "Memorare Campaign", to strengthen the long-term vitality of the school by building a new academic school building on the existing athletic campus known as "The Grace Center". The campaign focuses on enhancing campus facilities, improving learning environments, supporting a classic Catholic education in the liberal arts tradition, and ensuring sustainable growth for future generations. Inspired by the prayer of the Memorare and entrusted to the intercession of the Blessed Mother, the campaign reflects the community's shared commitment to preserving and advancing Catholic education in Colorado Springs for the next 140 years of the school's history.