

# PROVIDENCE

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October 11, 2021

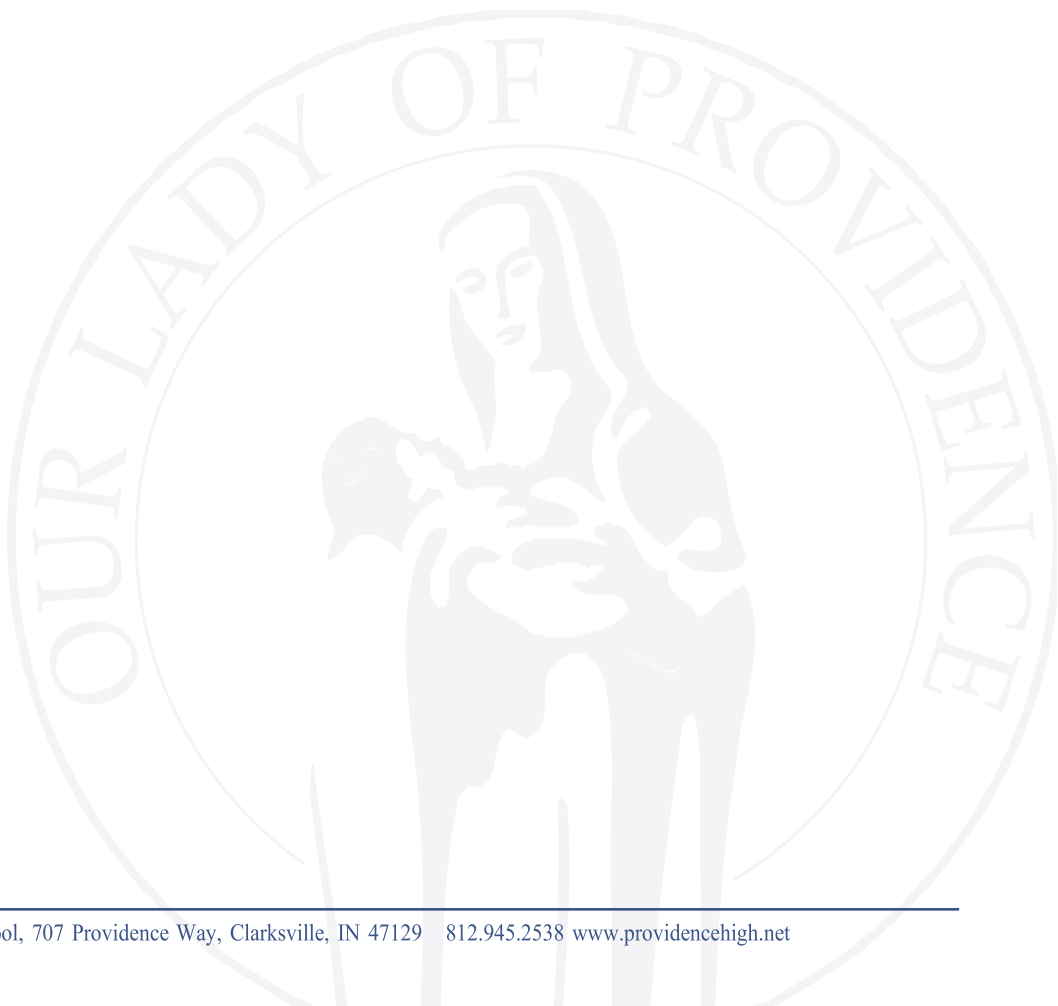
Office of the President

Our Lady of Providence High School is pleased to announce that it is accepting applications for the position of Principal. The successful candidate will begin employment on or about July 1, 2022 for the '22-'23 school year.

Interested and qualified candidates may submit a cover letter expressing their interest in the position as well as describing how the candidate would advance the Catholic mission of the school, a resumé or C.V., and a letter of recommendation along with two additional contacts for reference.

The cover letter and all requested documents can be addressed and transmitted directly to the President of Our Lady of Providence High School, Mr. Victor S. Beeler '94; via email. [vbeeler@providencehigh.net](mailto:vbeeler@providencehigh.net)

Applications will be accepted until 5:00 EST, November 5, 2021.



**ARCHDIOCESE OF INDIANAPOLIS**  
**Our Lady of Providence High School Principal**  
**Ministerial Catholic School Leader: President/Principal Model**  
**Job Description**

Implemented 04.25.2016

Updated 01.08.2019

Updated 02.17.2020

**I. Identifying Information** Title: Principal

Status: Full-time, Exempt

Reports To: President

**II. Primary Functions**

The primary objectives of this position are:

- † To serve as minister of the faith modeling Jesus Christ, the Master Teacher, in what He taught, how He lived, and how He treated others.
- † To serve as the spiritual leader, instructional leader, and administrative leader of SCHOOL focused on a holistic approach to quality Catholic education and faith formation.
- † To advocate for our youth and their families through community engagement, active participation with the dean, school staff and School Advisory Commission/Board, implementation of programs, and supervision of personnel to meet the spiritual, academic, social, emotional and physical needs of those served.

**III. Position Content**

There are three major areas of leadership expected of all principals in the Archdiocese of Indianapolis.

- A. **Spiritual Leader** –Christ served as our living example of effective ministry; so, too, shall our principals, high school presidents, and teachers. The role of the spiritual leader includes, but is not limited to:
  - a. Facilitating faith formation of students, parents, and staff.
  - b. Participating in ongoing catechetical formation and spiritual development to provide sustenance for self and this ministry of Catholic education and faith formation.
  - c. Praying with and for those you serve (students, colleagues, families, community).
  - d. Ensuring that all practices, programs, and decisions align with the teachings of the Catholic Church.
  - e. Encouraging, monitoring, and supporting the catechetical formation of staff.
  - f. Leading all stakeholders in the mission and vision of the Catholic school.
- B. **Instructional Leader** – Christ served as our Master Teacher; so, too, shall all school leaders. The role of the instructional leader includes, but is not limited to:
  - a. Ensuring that the teachings of the faith are infused into all content areas and curricular supports.
  - b. Overseeing the continuous improvement process as outlined by the Office of Catholic Schools.
  - c. Driving the internal accreditation process.
  - d. Driving professional development of staff.
  - e. Facilitating professional learning communities and faculty meetings.

- f. Ensuring effective partnerships are established between home and school.
  - g. Supervising implementation of instructional best practices, effective grading practices, and appropriate behavior management throughout school.
  - h. Overseeing the ongoing implementation and use of formative and summative data analysis to advance achievement and growth of all students.
- C. **Administrative Leader** – Christ was a fair, just leader who lived and taught God’s law; school leaders in the Archdiocese of Indianapolis, too, shall effectively implement just, fair procedures, practices and expectations intended to lead all closer to Him. The role of the administrative leader includes, but is not limited to:
- a. Promoting the mission and vision of our Catholic schools as outlined in Church teachings, the examples of our Pope and the Archbishop of the Archdiocese of Indianapolis, and the ultimate example of Jesus Christ.
  - b. Overseeing building organization and business administration.
    - i. Ensure that all programs and activities reflect the Catholic mission of the school.
    - ii. Set priorities, implement plans and enforce procedures/guidelines to promote efficiency, safety, and security of total building operations.
    - iii. Review all required local, state, and federal reports and prepare for proper submission within the established time frames.
    - iv. Monitor finances and communicate updates consistently to appropriate personnel.
  - c. Implementing effective performance appraisal processes for all faculty and staff.
  - d. Providing effective spiritual and professional development opportunities for staff.
  - e. Seeking financial support through development/advancement efforts in collaboration with the president.
  - f. Working in coordination and collaboration with the Dean, President, School Advisory Commission/Board, and the Office of Catholic Schools.
  - g. Ensuring effective communications and public relations with all stakeholders.

#### **IV. Position Specifications/Requirements**

- A. Skills, Knowledge, and Abilities
  - a. Display of Gospel values, good judgment, diplomacy and the safeguarding of confidential information are required.
  - b. Interpersonal skills that can result in strong, healthy relations with all those served through this ministry.
  - c. Demonstration of the potential and talent to be an effective Catholic school principal as spiritual, instructional, and administrative ministerial leader.
- B. Education, Training, and/or Experience
  - a. A Bachelor’s degree in Education or another related field and a Master’s in Education Administration or another related field
  - b. Administrative licensure from the State of Indiana
  - c. Safe and Sacred Child Protection Training
  - d. Background Check

- e. Acknowledgement of this job description of “Principal as Ministerial Catholic School Leader”
- f. Ongoing professional development and faith formation

## **V. Working Environment**

The school is a ministry of the Catholic Church. Principals are expected to be role models and are expressly charged with leading their staff, students, and families toward Christian maturity and teaching the Word of God. As role models for students, the personal conduct of every school employee, both at school and away from school, must convey and be supportive of Catholic Church teachings. These teachings include, but are not limited to: honoring the dignity of each human life from conception to natural death, care for God’s creation and the belief that all persons are called to respect human sexuality and its expression in the Sacrament of Marriage as a sign of God’s love and fidelity to His Church. The Seven Themes of Catholic Social Teaching can be found at <http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching.cfm>. A thorough description of Catholic Church teaching can be found in the *Catechism of the Catholic Church*.

Catholic school leaders are expected to be practicing Catholics committed to forming others in the faith. The determination of whether a principal is conducting him/herself in accordance with Catholic Church teachings and is at the discretion of the pastor, administrator, and ultimately, the Archbishop.

Accompaniment is a pastoral approach intended to educate and form employees who may not understand or who may be struggling with particular teachings of the Catholic Church. If an employee publicly and/or persistently demonstrates conduct or lifestyle at variance with the policies of the Archdiocese or the moral/religious teachings of the Roman Catholic Church, the school leader and/or pastor/dean will attempt to accompany the employee toward the ideal. Should the employee refuse such accompaniment, or should the employee and the employer reach an impasse where such accompaniment is stagnant or no longer beneficial, suspension or termination of the employee is left to the employer’s discretion. Ultimately, the final decision of one’s employment in Catholic school ministry is left to the discretion of the Archbishop.