

# Principal - St. Bernadette Elementary School

1479 Locust Lake Rd., Amelia, Ohio 45102

**Title:** Principal

**Classification:** Full-time, Exempt, 12 months

**Reports to:** Pastor

**Position Begins:** July 2025



## Stella Maris

### **About St. Bernadette School:**

St. Bernadette, part of the Stella Maris Family of Parishes, is a Catholic elementary school (pre-school through 8th grade) with 262 students. Founded in 1944, the school focuses on academic excellence and spiritual growth within a faith-filled community, following the teachings of the Catholic Church.

### **Primary Function:**

The Principal leads the school's religious and academic programs, cultivating an educational environment that is shaped by an Incarnational worldview. The Principal must be committed to reinforcing and enhancing the Catholic Identity of our school according to the five essential marks highlighted by Archbishop Miller in *The Holy See's Teaching on Catholic Schools*.

- Pursue educational excellence according to a supernatural vision
- Root education in Christian anthropology and care for the whole student
- Grow the school as a community of persons (parents, teachers, staff, and students)
- Integrate the curriculum with a Catholic worldview centered on truth, beauty, and goodness
- Sustain all educational efforts through the effective witness of all faculty and staff members

### **Major Duties and Responsibilities:**

1. **Parish Collaboration:** Work with the Pastor to implement the Parish mission, emphasizing religious education. Serve as a professional resource on Catholic elementary education.
2. **Catholic Environment:** Create a learning environment that promotes Catholic faith, ethical decision-

making, social justice, and leadership.

3. **Curriculum:** Develop, implement, and evaluate a comprehensive curriculum that meets Archdiocesan and state standards.
4. **Staff Leadership:** Manage staff recruitment, hiring, training, and evaluation. Provide professional development and resources.
5. **Student Standards:** Ensure learning standards are maintained, students are evaluated, and records are kept.
6. **Communication:** Facilitate effective communication between parents, teachers, and administrators.
7. **School Advisory Council:** Serve as staff and executive officer to the School Advisory Council.
8. **Catholic School Department:** Collaborate with the Catholic School Department in school administration.
9. **Discipline:** Develop and implement student discipline policies that promote positive behavior.
10. **Reporting:** Prepare and submit required reports to state and Archdiocesan departments.
11. **Professional Development:** Maintain current knowledge and skills through ongoing professional development.

### **Qualifications:**

- Practicing Catholic with commitment to Catholic education.
- Ability to share faith journey and support others.
- Letter of good standing from the candidate's pastor
- Experience managing staff, budgets, and programs.
- Bachelor's Degree in an approved program (Masters, or working towards, a plus).
- Possess or able to possess a valid Ohio State Teacher or Administrative Certification.
- Catholic school experience preferred.
- Leadership experience in education.
- Five years of teaching experience (preferably in a Catholic school).
- Can maintain confidentiality.

**Compensation:**

Competitive salary commensurate with experience.

**Inquiries/Resumes:**

Please send all inquiries/resumes to: [hr@stellamarisfamily.org](mailto:hr@stellamarisfamily.org)

*Employees of the Stella Maris Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Stella Maris Family of Parishes.*

*Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.*