



ST. BERNARD'S  
CATHOLIC SCHOOL  
—GO MAKE A DIFFERENCE—

# WE ARE HIRING

## Catholic School Principal

St. Bernard's School is accepting applications for a **faith-filled, mission-driven** principal to lead our Catholic school community. The principal works closely with the pastor to guide the spiritual, academic, and operational life of the school, supporting our mission of forming students who live out their faith with joy, service, and excellence.



### **We are seeking an inspiring leader who will:**

- Be passionate about Catholic education and faith formation
- Communicate effectively with students, staff, parents, and parish leadership
- Be dedicated in nurturing strong partnerships between school, parish, and families
- Provide spiritual leadership and support for teachers and staff
- Foster a positive and welcoming school culture
- Help ensure the continued growth and vitality of St. Bernard's School

For a complete job description and application, please visit:

[www.stbernardsc.org/home-church](http://www.stbernardsc.org/home-church)



**Apply:** Please submit a cover letter, résumé, completed application and names and contact information of three professional references to Charlie Vogel: [charlie.vogel@stbernardstrf.com](mailto:charlie.vogel@stbernardstrf.com)

## **Principal Job Description**

The principal is the chief administrative officer of the school and is responsible for the effective operation of the school as an educational institution.

The principal is hired by the pastor (superintendent) in consultation with the appropriate parish advisory body (#1410 – Diocesan School Board Policy, #1410).

### **RESPONSIBILITIES AND TASKS**

The school administrator (principal) is hired by the pastor and is thereby accountable to him for job performance. The administrator (principal) is expected to provide spiritual and educational leadership to St. Bernard's School as it strives to live out its mission statement:

Mission: St. Bernard's Catholic School educates and guides families to grow and serve in the love of Jesus Christ.

### **AS A SPIRITUAL LEADER**

- Promotes the Catholic identity of St. Bernard's School through the Catholic intellectual tradition and ensures the integration of the faith into classroom curriculum, school policies, and the overall climate of the school.
- Recognizes and supports the role of parents as the primary educators of their children and involves parents in the life of the school.
- Understands that the parish school is an expression of the catechetical ministry of St. Bernard's Parish and fosters collaboration between the parish and school.
- Upholds the mission of the Catholic Church by ensuring that the philosophy of St. Bernard's School integrates faith formation and the ministry of service and evangelization into school life.
- Acts as a spiritual model and seeks ways to deepen the faith of faculty, staff, students, and families through formation opportunities, in communal settings, and online opportunities.

### **AS AN EDUCATIONAL LEADER**

- Articulates the vision of Catholic education and models that vision.
- Provides leadership in the professional formation of classroom ministers to ensure that highly effective teaching and learning are at the center of the academic program.
- Demonstrates a current understanding of the educational landscape and pedagogical skills
- Demonstrates assessment awareness and has an understanding of data-driven decision-making.
- Engages in continuous improvement by monitoring the landscape of the school to identify areas for growth and areas for celebration.
- Supervises, observes, and coaches classroom ministers and support staff using the Trust-Based Observation model used by the Diocese of Crookston Catholic Schools.
- Works collaboratively and attends all IEP meetings with the local public school officials and serves as a liaison on behalf of students requiring participation in special education and federal programs.
- Works collaboratively and attends regular meetings with area law enforcement on school safety concerns.
- Builds relationships with families and students, remains objective in student discipline, and follows the school handbook.
- Evaluates the school programs as part of regular goal-setting and long-range planning.
- Coordinates the long-range planning of St. Bernard's School with that of St. Bernard's Parish.
- Attends school leadership trainings and meetings with the Diocese of Crookston.

- Attends to their own faith formation, prayer life, and professional formation.
- Refines and maintains an admissions policy for the school.

## **AS A MANAGERIAL LEADER**

### **PERSONNEL MANAGEMENT**

- Recruits, interviews, selects school staff, and adheres to the Diocese of Crookston Mentorship Program for new classroom ministers.
- Evaluates, coaches, and completes goal setting with all staff.
- Knows and applies sound organizational skills; delegates responsibilities; can pivot from task to task.
- Demonstrates excellent communication skills in all mediums and listens to all stakeholders.
- Demonstrates strong interpersonal communication skills to guide effective interactions among parents, students, and staff.
- Knows and applies the principles of adult learning and motivation.
- Manages conflict with staff, families, and students in the spirit of the Catholic Faith and fosters a climate of love and respect.

### **INSTITUTIONAL MANAGEMENT**

- Maintains accreditation requirements through the Minnesota Nonpublic Accrediting Association.
- Presence and engagement in local/regional organizations that support independent schools.
- Provides for an orderly and safe school environment.
- Understands Catholic school governance structures and knows how to work effectively with Bernard's School Advisory Council.
- Provides oversight/leadership to St. Bernard's School Preschool Program and Summer Program.
- Facilitates a positive working relationship between St. Bernard's School and the diocesan education office.
- Stays abreast of state requirements and government-funded programs for teachers and students.
- Is familiar with technological developments and their integration in education.

### **FINANCE AND DEVELOPMENT MANAGEMENT**

- Understands that Catholic schools operate under strict financial planning and will strive to be stewards of the gifts given to us.
- Demonstrates skills in planning and managing the school's budget and financial resources.
- Understands that the parish school is an expression of the catechetical ministry of St. Bernard's Parish.
- Works in conjunction with others, not limited to but including the Development Director and Business Manager, the Parent Teacher Advisory Council, and the School Advisory Council to promote St. Bernard's School and the recruitment of students.
- Creates community outreach and connection for recruitment and fundraising.