

Elementary School Principal - Saint Michael the Archangel Parish

Saint Michael the Archangel Parish in Findlay, Ohio, is seeking a dedicated, faith-filled, and talented Principal to lead the parish elementary school community.

Organization Summary

Saint Michael School is an apostolate of Saint Michael the Archangel Parish and is chartered with the State of Ohio. We currently educate approximately 450 students from pre-Kindergarten through eighth grade. Our school forms both saints and scholars in the light of Jesus Christ and the Catholic Faith.

Position Summary

The Principal will be a faithful, practicing Catholic with a strong commitment to Catholic education and the teachings of the Church, who is ready to lead by working collaboratively with parish leaders, faculty, staff, students, and parents. This collaboration includes working with the parish's newly established classical high school, the Saint Michael the Archangel Chesterton Academy. The Principal will begin his or her tenure with Saint Michael School on or around July 1, 2026, pending successful background checks. The salary will be competitive and commensurate with experience.

Duties and Responsibilities

The Principal at Saint Michael School will, among other duties:

- maintain, evaluate, and improve the curriculum and inspire and coach teachers in ways that enhance student formation;
- oversee the enrollment of qualified students;
- work with the Dean of Students, the faculty, and school families to maintain high standards of virtuous conduct;
- hire and supervise qualified teachers and staff;
- maintain the school's accreditation;
- provide regular in-service development for teachers;
- establish the annual academic calendar;
- work with the Parish Business Office to establish and administer the school budget;
- ensure the implementation of all student activities, including liturgical events;
- ensure a safe environment for students, faculty, staff, and visitors;
- and build positive interpersonal relationships in the context of a Catholic parish community.

Accountability

The Principal will:

- take an oath of fidelity to uphold the magisterium of the Catholic Church;
- be accountable to the Parish Pastor and the Parish Chief of Staff;
- implement the policies of the Diocese of Toledo;
- comply with applicable State of Ohio regulations for both elementary education and preschool and afterschool programs;
- and obtain and administer relevant state funding.

Qualifications

The most competitive candidate will:

- be a committed and practicing Catholic who strives to live the message of Christ and His Church within the context of a strong faith community;

- have experience in and be a compelling advocate for Catholic education;
- have taught at least three years at the elementary or secondary level and be certified or be in the process of being certified as Principal;
- have a Master's degree in a field relevant to Catholic education and some experience in administration;
- be well organized;
- support extracurriculars;
- keep in mind the needs required for students to successfully matriculate into the parish's classical high school program if desired;
- have experience in hiring, faculty evaluation, and daily school operations;
- be familiar with educational management software programs (such as FACTS);
- be approachable and able to build trust with parents, faculty, students, and staff;
- be a strong communicator with the school families, faculty, staff, and the parish and community at large;
- and approach the tasks and encounters of each day with seriousness, grace, and joy.

Application

For more information on this position please contact the Parish Chief of Staff, Mr. Dow Campbell, at jobapp@findlaystmichael.org. To apply for the position, please confidentially email Mr. Campbell the following documentation and as separate PDF attachments.

1. Current resume, including all work- and service-related experiences, dates, and education related to the position.
2. Applicable certifications.
3. Transcripts.
4. Contact information for at least three references.
5. Cover letter including an explanation of your desire to lead Saint Michael School, a statement of faith, your educational philosophy, and the ways in which you would be a good fit for the position.

Please note: Review of materials will begin on February 6, 2026, and continue until a successful candidate is found.

January, 2026