



OVERVIEW

Saint Joseph Academy (SJA) is a private Roman Catholic college preparatory school for students in grades 7-12 run by the Marist Brothers. We endeavor to form young men and women who will succeed in university studies, who know and love Jesus, and who actively participate in the worship and mission of the Church, including the Church's preferential option for the poor.

SJA is currently seeking a dynamic individual to serve as **Principal in the 2026-2027 school year**. The Principal, as the Chief Operations Officer of the school, has the primary responsibility for achieving the mission of St. Joseph Academy by maintaining and developing a school strong in Marist spirit, academic achievement, counseling and guidance services, and ample programs to meet the co-curricular and extra-curricular needs of the students. This person reports directly to the President.

MINIMUM QUALIFICATIONS

- ❖ Practicing Roman Catholic in good standing with a thorough knowledge of Catholic education, values, and teachings.
- ❖ Master's degree required in Educational Leadership, Administration, Curriculum & Instruction, or a related field.
- ❖ Minimum of 5 years of successful teaching experience at the secondary level.
- ❖ Minimum 3 years successful experience in a school leadership role; Catholic school leadership experience preferred.
- ❖ Exemplary management and leadership abilities, including the capacity to inspire and motivate as well as handle challenges and difficulties.
- ❖ Strong understanding of secondary curriculum, instructional best practices, student support services, and campus ministry.
- ❖ Excellent verbal and written communication skills to effectively engage with students, families, faculty, staff and the wider community.
- ❖ Proficiency with email, internet, Microsoft Office applications, and high school information / database systems.

To apply, send your résumé, letter of interest, completed application, and references to:

Melissa Valadez, President

101 Saint Joseph Dr.

Brownsville, TX 78520

mvaladez@sja.us

**PRIORITY WILL BE GIVEN TO APPLICATION MATERIALS RECEIVED BY
MARCH 31, 2026. POSITION WILL REMAIN OPEN UNTIL FILLED.**

ESSENTIAL DUTIES, RESPONSIBILITIES, AND PERFORMANCE

The Principal:

- ❖ Provides educational and spiritual leadership in support of the Mission and Philosophy of Saint Joseph Academy in the Marist tradition.
- ❖ Leads and coordinates all faculty, staff, and programs to ensure a collaborative, effective, and mission-centered learning environment.
- ❖ Works closely with the Dean of Academics and Dean for Student Success as members of the administrative team.
- ❖ Oversees all academic, extracurricular, guidance, campus ministry, athletic, and student support programs.
- ❖ Supervises and evaluates the Athletic Director, Director of Guidance, Director of the Learning Center, Library Media Center, and Campus Ministry.
- ❖ Ensures the Catholic and Marist identity of the school is visible and actively integrated into school life, liturgies, and service opportunities.
- ❖ Appoints department chairs and club moderators in consultation with the administrative team and department members.
- ❖ Supervises and evaluates faculty and staff under the Principal's authority.
- ❖ Recommends candidates for employment to the President and participates in the hiring and dismissal process.
- ❖ Assigns teaching and professional responsibilities as needed to meet the needs of the school.
- ❖ Provides a positive climate that supports students' spiritual, moral, academic, and emotional development.
- ❖ Promotes professional growth and fosters a culture of faith, joy, accountability, and self-discipline among faculty and staff.

- ❖ Implements and monitors academic programs and strategic initiatives in support of school growth and improvement.
- ❖ Reviews and maintains academic data in collaboration with administration and the guidance office.
- ❖ Approves academic reports and communications for publication.
- ❖ Ensures the timely and accurate completion and submission of all accreditation, Title I funding, and Diocesan reporting requirements.
- ❖ Works with the President, Comptroller, and Finance Committee in the development of the annual budget.
- ❖ Attends President's Cabinet, Marist Mission, Athletic Boosters, and School Board meetings.
- ❖ Develops and updates the Faculty Handbook and Parent/Student Handbook for approval and annual publication.
- ❖ Ensures compliance with Diocesan and State of Texas policies and regulations.
- ❖ Oversees the effective operation of secretarial and administrative support staff.
- ❖ Collaborates with the Director of Admissions and Admissions Committee on admissions decisions.
- ❖ Works with the Administrative Team and faculty on curriculum development and improvement.
- ❖ Oversees student registration in collaboration with the Registrar, Comptroller, and Director of Admissions.
- ❖ Exercises appropriate disciplinary authority, including student dismissal when necessary, in accordance with policy and due process.
- ❖ Serves in the place of the President when designated.
- ❖ Performs other duties as assigned by the President.