

## **Job Description: Principal**

### **St. Anthony of Padua Catholic School**

**Location:** Clarksville, IN

**Start Date:** 2026-2027 Academic Year

**Enrollment:** Currently 250 Students (Preschool - 8th Grade)

---

## **Overview**

St. Anthony Catholic School is seeking a dedicated and visionary principal to lead our vibrant school community. Our mission is to provide a Christ-centered, nurturing, and academically rigorous environment that prepares students to reach their greatest potential and positively impact God's world. The principal will serve as the administrative head of the school, ensuring adherence to the policies and guidelines established by the Office of Catholic Schools in the Archdiocese of Indianapolis, including the National Standards and Benchmarks for Effective Catholic Schools (NSBECS).

---

## **Key Responsibilities**

### **Faith-Based Leadership:**

- Serve as the primary representative of the school's ministry to parents, the parish community, and the broader community.
- Foster a strong Catholic culture through faith-based leadership and active participation in parish life.

### **Curriculum Development:**

- Develop and maintain an academic curriculum that meets NSBECS objectives and evolves to meet educational advancements.
- Ensure curriculum implementation aligns with effective teaching practices and student achievement goals.

### **Instructional Leadership:**

- Provide guidance and support for teachers to enhance instructional practices and promote continuous improvement through data-informed decision-making.

### **School Culture:**

- Cultivate a supportive and positive school culture that values teamwork, encouraging students to thrive academically, socially, and spiritually.
- Promote open communication and trust among all stakeholders through visible and approachable leadership.

## **Operational Oversight:**

- Collaborate with parish and school leadership to oversee the school budget, financial planning, and day-to-day operations.
  - Ensure responsible stewardship of school resources and facilities.
- 

## **Candidate Requirements**

### **Faith:**

- Must be a practicing Catholic in good standing, committed to upholding and promoting the school's Catholic identity.

### **Leadership Skills:**

- Exceptional leadership, communication, and interpersonal skills with a proven ability to build relationships.

### **Passion for Education:**

- Dedication to student achievement and academic excellence, with a background in training and retaining high-quality teachers and staff.

### **Administrative Credentials:**

- Possess a valid administrator's license.
- 

## **Application Process**

Interested candidates should submit their resume and any supporting documentation (cover letter, references, etc.) to:

### **Mary Motherwell**

Business Manager, St. Anthony Parish

For more information about St. Anthony Catholic School, please visit [St. Anthony Catholic School Website](#).

---

**St. Anthony of Padua Catholic School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

---