



St. James Catholic School is looking to hire a Principal for our school beginning in the 2018-2019 School Year

We are a Catholic School with students ranging in age from 3 years old to 8th grade. We are located on the near southwest side of Madison at 1204 St. James Court, near the University of Wisconsin, Meriter Hospital and St. Mary's Hospital. St. James will be celebrating its 112th Anniversary in the 2018-19 School Year.

This position includes

- Providing strong Catholic leadership for the St. James School community
- Hiring and supervising staff
- Providing instructional leadership including use of research and best practices in (Catholic) education
- Communicating with all school audiences including students, school staff, parents, parish staff and parishioners.
- Implementing and maintaining systems for efficient operation of the academic community

Qualifications include but not limited to

- Practicing Catholic
- Masters degree
- Excellent leadership skills
- Minimum of 5 years of education experiences
- Excellent organization and management skills
- Excellent technology skills and understanding including use of technology for correspondence, record keeping, communications and classroom use by teachers and students
- Excellent communication skills
- Excellent inter-personal skills
- Excellent problem solving skills

Salary and Benefits: Salary based on experience. Benefits include Health Insurance, Dental and Vision Insurance and participation in our Retirement Plan.

**Send resume to Bonnie Moschkau. bmoschkau@stjameschool.org
1204 St. James Ct., Madison, WI 53715**