



## **HOLY FAMILY PARISH**

3450 Sycamore Drive  
Stow, OH 44224-3999

### **Available Position**

Holy Family Parish is seeking an outstanding administrator to serve as Principal of the PreK-8 elementary school-responsible for Educational Leadership, Faith Formation, School Management, and Professional Development.

### **Description**

Holy Family School is located in Stow, Ohio, with a current enrollment of 407 students including preschool.

### **Qualifications**

- Master's degree in Administration
- Standard Elementary Principal Certificate
- Catechetical Leader Certificate (Earned or In Process)
- Five or more years of teaching experience in an elementary setting
- Demonstrated personal philosophy, integrity, character, professionalism, values, and lifestyle which are consistent with a position of leadership in a Catholic elementary school
- Ability to work collaboratively with pastor, business manager, administrative team, faculty, staff, parents, and committees
- Ability to foster positive environment, including an atmosphere of welcome and open dialogue
- Evidence of continuing education

### **Educational Leadership**

- Be a visible presence, modeling and promoting- for faculty, staff and students- the high standards of the school
- Articulate and implement a vision of excellence for curriculum, support services, academic programs, and technology
- Understand “best practices” research and current trends in education; effectively transmit this information to faculty and staff
- Be actively involved in Diocesan initiatives regarding curriculum and instruction

### **Faith Formation**

- Practicing Catholic in good standing
- Comprehensive understanding of Catholic Teaching and philosophy of Catholic Education
- Promote and provide ongoing faith formation for faculty, staff and students

### **School Management**

- Manage the school effectively
- Collaborate with pastor and business manager, in consultation with the Parish Finance Council, to establish and adhere to responsible yearly budget for the school
- Collaborate well with staff in decision-making, team building and developing productive strategies which foster improvements teaching and learning

### **Professional Development**

- Coordinates effective professional development programs with staff members- focusing on the vision and goals of the school
- Models ongoing professional development through personal scholarship, reflective practices, and serving as a teacher of teachers
- Provides resources and opportunities to enhance staff performance

### **To apply for the position**

Submit letter of interest, resume, and three letters of recommendation via email attachment to Fr. Paul Rosing, Pastor Holy Family Parish at [pjrosing@holyfamilystow.org](mailto:pjrosing@holyfamilystow.org) – or by mail; to Fr. Paul Rosing, 3450 Sycamore Dr., Stow, Ohio 44224- no later than Friday, February 15, 2019.