



St. Joseph Catholic School

ADMINISTRATOR PRINCIPAL OPENING SAINT JOSEPH CATHOLIC SCHOOL

Decatur, Indiana

SCHOOL GRADES: Pre-K – 8 and Daycare

ENROLLMENT: 350 school grade students

Full-Time FACULTY: 22

CLASSROOMS: 21

St. Joseph Catholic School provides a Christian learning environment that nurtures the growth of each student in mind, body, and spirit. Our school offers unique educational experiences that provide the values, knowledge, and skills students need to be successful in life.

Saint Joseph Catholic School in Decatur seeks a principal for a full-time position with benefits.

Qualifications include a practicing Catholic and hold an Indiana administrator's license or demonstrate ability to receive a license, a minimum of five years classroom teaching, possess high level thinking skills, be physically qualified to supervise staff and students, and have strong written, verbal, presentation, interpersonal communication skills. Experience helpful.

Main duties include overseeing this grade/junior school of 350 students in all facets of daily operation including but not limited to implementing policies of the pastor and diocese; implementing curriculum per Indiana state standards and diocese; hire, promote, evaluate, coach, lead school staff as well as lead all school employees; establish and enforce school student conduct and discipline rules; and assist with establishing and maintaining overall annual fiscal management of school.

Catholic School principals serve as spiritual leaders of school with and under church pastor, maintain Catholic Christian identity for the school and promote Catholic values in school and community.

St. Joseph School is proud of:

- ~ Dedicated Faculty and Support Staff
- ~ Active parent involvement and support
- ~ Supportive, engaged Pastor and Parish community
- ~ Excellent tradition of academics and religious formation with generations of families
- ~ Weekly student Masses and periodic times for Eucharistic Adoration
- ~ Academic preparation that graduates students to higher levels of learning
- ~ Accredited school for certification and school improvement

Interested persons of the Roman Catholic tradition may send a principal application to:

CATHOLIC SCHOOL OFFICE

Diocese of Fort Wayne-South Bend

Post Office Box 390

Fort Wayne, Indiana 46801 – 0390

Attn: Stephanie Howe

Interviews will begin in September.

Applications can be found at <http://www.diocesefwsb.org/Administrative-Application>.