



## **St. John Paul II Catholic High School**

### **Principal**

### **Huntsville, AL**

<https://www.jp2falcons.org/>

### **THE INSTITUTION**

St. John Paul II Catholic High School (JP2) is a co-ed Catholic high school located in Huntsville, Alabama and part of the Diocese of Birmingham in Alabama. Guided by time-honored traditions and a dedication to serve others, JP2 serves a growing diverse community, providing a holistic faith based secondary education grounded in the teachings of Jesus Christ and the Gospels. JP2 provides a rigorous academic program, innovative classroom experiences with a passionate student body, all on a 54-acre campus in Huntsville's Research Park West. The curricular and co-curricular programs and activities are developed with the focus on student learning in the 21st Century. JP2 strives to enrich the lives of their students with the values and skills necessary to navigate the ever-changing world.

For additional information, please visit their website at <https://www.jp2falcons.org>

### **THE POSITION**

Reporting to the Diocesan Superintendent of Schools and the President of JP2, the Principal has both the authority and responsibility for the school's academic success and continuous improvement. The leadership role focuses on academic excellence, fostering a safe and inclusive school environment, and promoting the school's Catholic identity and mission. As the academic leader, the principal is entrusted with continuous improvement of the school's curriculum, ongoing, appropriate staff development, and student achievement.

## Specific Responsibilities

- **Catholic Identity:** Fosters a culture of academic excellence and Gospel values. Foster a Christ centered environment rooted in Catholic traditions and values. Lead efforts to integrate faith into the school's academic and extracurricular programs. Collaborate with the Diocese and local parishes to strengthen the Catholic identify of the school. Function as a visible and engaged presence at school masses, liturgies, and religious events.
- **Administrative Leadership:** Manages the daily operations of the school, including budgeting, scheduling, and staffing, while ensuring compliance with Diocesan, state, and accrediting body standards. Provides personal and visible leadership to all members of the learning community and seeks continuous school improvement. Ensures equity in educational opportunities, supports academic programs and enhancements. Demonstrates a strong commitment to 21st century learning and awareness while providing a safe, rigorous, relevant, quality education for all students.
- **Operations:** Collaborates closely with the President and Board of Trustees to align school operations with strategic objectives. Fosters a welcoming and inclusive environment for students of diverse backgrounds. Encourages parent and community involvement in school activities and initiatives. Assists the President's staff in developing the criteria for admissions to the school.
- **Academic Affairs:** As the curriculum and instructional leader, oversees the development and implementation of a rigorous, college preparatory curriculum. Ensures program enhancement using the most current research and best practices available to education. Provides for the teaching assignments of the teachers and approves the master schedule for the school. Inspires teachers and coaches to excel in their respective area of expertise. Promotes instructional best practices and innovative teaching methods. Monitors student achievement and provides strategies to enhance academic performance.
- **Student Affairs:** Oversees the successful implementation of all student activities in providing co-curricular opportunities for students. Provides direction and oversight of athletic and extracurricular programs.
- **Student Services:** Provides for the student-centric climate by enforcement of the school code of conduct, oversees guidance and counseling services, and manages the delivery of other services that are offered to students. Provides leadership, life and social emotional learning opportunities. Maintains a visible presence at school events, games, etc. after school hours.

- **Student Admissions:** Collaborates with the President in developing the criteria for admission to the school that are consistent with Diocesan and school guidelines. Co-coordinates admission process for international students and their agencies.
- **Personnel:** Consults with the President to select members of the teaching staff, the guidance staff, activity moderators, and support staff. Recruits, hires, retains, and develops teachers. Fosters a work environment that exudes a positive energy and exemplifies Christ-like love and leadership. Facilitates the orientation of new teachers, leads faculty meetings, provides for the revision of the instructional programs and ensures ongoing staff and professional development.
- **Enrollment and Development Management:** Collaborates with the President and the President's staff in marketing and development initiatives to increase enrollment and retention.
- **Other:** Provides oversight on the continued progress and success of the school's internal strategic plan. Maintains Southern Association of Colleges and Schools accreditation. Builds and maintains relationships with higher education institutions and businesses to advance academic offerings. Provides direction and oversight of the Athletic Director in conjunction with the President. Attends Board of Trustees' meetings and relevant committee meetings.

### Qualifications

- A faith-filled visionary and a practicing Catholic.
- Master's degree in educational leadership.
- Minimum of 3-5 years of increasingly responsible leadership experience in an educational environment including teaching and administration with a proven track record in achieving academic success. Experience in Catholic school preferred.
- A valid Secondary Alabama Principal's Certificate is desired.
- Proficient in technology and the use of technology in instruction.
- A servant leader who embodies the values of faith, humility, and integrity.
- A dynamic and approachable communicator who inspires confidence and collaboration.
- Ability to monitor student progress and promote student achievement for all students.
- Superior public relations and communication skills

### Application Procedure

To apply, please submit a resume and cover letter to [principalsearch@jp2falcons.org](mailto:principalsearch@jp2falcons.org)