Job Title: Principal – Seton Catholic School

Location: Meadville, PA

About Us: We are a vibrant and close-knit Catholic parish community nestled in the heart of Meadville, PA. Our PK-8 elementary school serves as a beacon of Catholic faith-based education in the, committed to nurturing the intellectual, spiritual, and moral development of our students. With a rich tradition of academic excellence and a dedication to fostering the values of compassion, service, and integrity, we are seeking a dynamic and visionary leader to serve as our principal. https://www.seton-school.com/

Position Overview: As principal of Seton Catholic School, you will play a pivotal role in shaping the educational experience of our students and guiding our dedicated team of educators. You will have the opportunity to lead with faith, compassion, and excellence, ensuring that our school remains a vibrant center of learning and spiritual growth within our parish community.

Key Responsibilities:

- Provide visionary leadership grounded in Catholic faith and values, fostering a culture of love, respect, and academic excellence.
- Collaborate with faculty, staff, parents, and parish leadership to develop and implement educational programs that meet the needs of diverse learners while upholding the teachings of the Catholic Church.
- Oversee the recruitment, development, and evaluation of faculty and staff, fostering a supportive and professional work environment.
- Cultivate strong relationships with students, parents, and stakeholders, promoting open communication and collaboration.
- Manage school operations, including budgeting, resource allocation, and facility management, in accordance with diocesan policies and guidelines.
- Lead efforts to enhance school enrollment, retention, and community engagement through strategic marketing and outreach initiatives.
- Serve as an ambassador for the school within the parish community and beyond, advocating for the value of Catholic education and promoting a spirit of service and stewardship.

Qualifications:

- Practicing Catholic in good standing with the Church, committed to fostering a faith-filled learning environment.
- A Master's Degree in Education, Educational Leadership, or a related field is required; certification as a school administrator is preferred.
- Valid and active Pennsylvania Administrative Certificate or willingness to obtain.
- Minimum of five years of teaching and/or administrative experience in Catholic education, with a proven track record of effective leadership and management.

- Strong understanding of Catholic teaching and tradition, with the ability to integrate faith into all aspects of school life.
- Excellent interpersonal, communication, and organizational skills, with a collaborative and inclusive leadership style.
- Demonstrated ability to inspire and empower others, fostering a culture of continuous improvement and excellence.
- Knowledge of educational best practices, curriculum development, and assessment techniques, with a commitment to meeting the needs of diverse learners.
- Understanding of diocesan policies, regulations, and accreditation standards related to Catholic schools.

How to Apply: Interested candidates are asked to submit a cover letter, resume, and completed application forms. Required application forms can be found on the Catholic School Office website at www.eriercd.org/employment.html.

Please mail or email the application materials to Laura Blake, Assistant Superintendent of Schools, 429 East Grandview Blvd. Erie, PA 16504. (lblake@eriercd.org)

Applications will be reviewed on a rolling basis until the position is filled.