



**ST. EDWARD**



## **Position Opening: Principal, St. Edward High School, Lakewood, Ohio**

### **About the School**

Founded in 1949 by the Brothers of Holy Cross and located in the first suburb west of Cleveland, St. Edward High School has a rich tradition serving young men in grades 9 -12 across six counties in Northeast Ohio. Our mission is "to educate the hearts and minds of a diverse group of young men to have the competence to see and the courage to act as men of hope for the transformation of the world." The School is guided by our four pillars: faith formation, excellence, relationships, and servant leadership.

St. Edward is currently the largest International Baccalaureate (IB) school in Ohio. With the recent dedication of the Lowe Institute for Innovation, St. Edward stands to capitalize on our tradition of innovation and our established programs in engineering, entrepreneurship, data science, and film. The School has nationally known athletic and arts programs. Our robust service and retreat programs help us live our Holy Cross Mission.

The School's current enrollment consists of almost 900-day students. The student body is supported by a faculty and staff numbering 144 men and women.

### **Nature and Scope of the Position**

The Principal serves at the direction of the President as a member of the Leadership Team. While the president is the educational and spiritual leader of the School, the Principal serves as the day-to-day educational and spiritual leader of the students and faculty. Working closely with the President and the President's Leadership Team and having significant interaction with the Board of Trustees, the Principal acts as the COO of the School.

The Principal ensures the mission is visibly lived throughout the School. The Principal nurtures the long tradition of hospitality and humility that are hallmarks of the St. Edward community.

As the educational leader, the Principal is responsible for managing the policies, regulations, and procedures to ensure that all students reside in a safe learning environment. The Principal oversees the effective implementation of the curriculum and co-curricular activities. The Principal works closely with the President to further the school's strategic academic and enrollment objectives. The Principal works collaboratively with Campus Ministry and Mission to ensure the mission of the school is carried out in a traditional Catholic environment.

Achieving excellence requires that the Principal work collaboratively to direct and nurture all members of the school faculty and staff and to communicate effectively with students and

parents. Inherent in the position are the responsibilities for scheduling, curriculum development, faculty evaluation and supervision, extracurricular activities, personnel management and accountability, emergency procedures, and facility operations.

The Principal's responsibilities will include, but are not limited to:

- Enthusiastically modeling the habits of mind and heart expected of community members following the example of Jesus Christ in carrying out the Mission of St. Edward High School.
- Working closely with the President to enhance and implement the vision of the School, positioning the School as the leader of innovation in NE Ohio.
- Serving as the Academic leader of the School while inspiring the faculty to its highest level of professionalism through goal-setting, accountability, personal support, professional development, etc.
- With the Administrative team, managing, evaluating and supervising effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values, and goals of the school including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures.
- With department chairs, recruiting, hiring, developing, and retaining the best faculty.
- Taking an active role in the recruitment of prospective students and their families.
- Advising the President on all-school policies and programs and representing him when he is away from the school.
- Guiding department chairs and faculty in the development and delivery of curricular offerings that support our Gospel/Holy Cross values, college preparatory tradition, and leadership in teaching to the future.
- Supporting the school's commitments to diversity, equity and inclusion; sustainability; and urban leadership.

**Preferred candidates for this position will:**

- Be a **practicing** Catholic;
- Be a person of honesty and integrity;
- Be committed to the Mission of St. Edward High School;
- Have a passion for transforming the lives of young teenage men;
- Display a history of accomplishment;
- Present evidence of successful leadership focused on selfless servant leadership;
- Be energetic with the ability to inspire others;
- Possess empathic listening skills;
- Show a willingness to be highly visible;

- Be an authentic person of warmth and good humor;
- Have outstanding written and oral communication skills;
- Possess a discriminating knowledge about current academic trends and pedagogies;
- Possess an advanced degree;
- **Experience as a Catholic High School administrator preferred;**
- Have a working knowledge of IB and experience teaching at the secondary level (preferred)

### **How to Apply**

St. Edward seeks candidates for the position of Principal to begin July 1, 2025 (or as agreed upon). Candidates interested in this position are asked to complete the application materials via [www.findingleaders.com](http://www.findingleaders.com) by January 31, 2025.

### **Please address any inquiries or expressions of interest to:**

Finding Leaders c/o Edward Vittardi,

[edvittardi2@gmail.com](mailto:edvittardi2@gmail.com) 216-701-0500

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Posting Date: November 1, 2024