



HOLY SPIRIT CATHOLIC SCHOOL

JOB DESCRIPTION HTCS SCHOOL PRINCIPAL

A building administrator in the Holy Trinity Catholic School System is the chief academic officer of the Catholic school to which he/she is assigned, responsible for the academic and spiritual formation of the students, and daily operations of the school. The Principal works closely with the building faculty, staff, and parents to achieve a climate and educational program that fosters high expectations of the individual as well as Catholic growth and formation within the school community. The Building Principal reports to the Executive Director of the Holy Trinity Catholic System. The Catholic School principal is a full-time year-round employment and he/she must be a practicing Catholic with educational experience in a Catholic school and an advanced degree. Preference will be given to candidates with Montana administrative credentials.

The Catholic School Principal is the chief academic officer of the school program, as the spiritual, educational, and managerial leader as outlined below:

Spiritual Leadership:

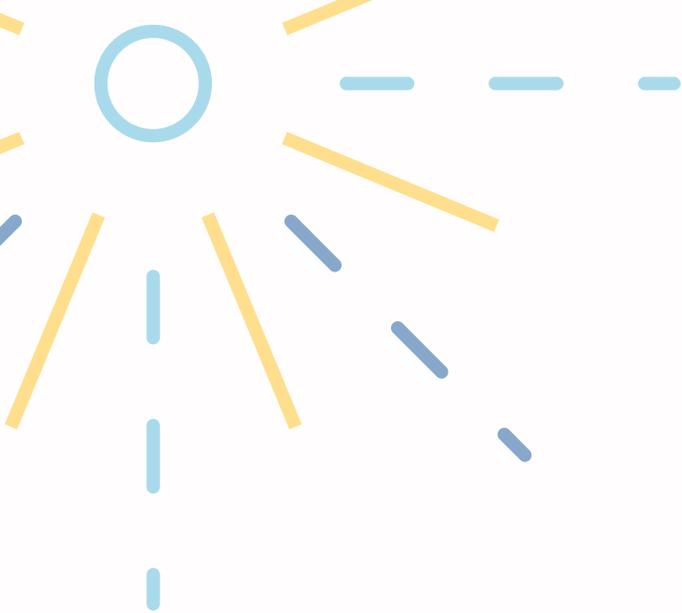
- Ensure quality Catholic religious instruction of students
- Promote Catholic community
- Facilitate the moral development and maturity of children, youth, and adults
- Be knowledgeable and apply the Catholic philosophy of education

Educational Leadership:

- Apply a Catholic educational vision to the daily activities of the school
- Demonstrate the ability to implement a blended learning program

Managerial Leadership:

- Know/apply the skills of organizational management, delegation of responsibilities, and communication
- Demonstrate the ability to organize and manage effectively
- Demonstrate skill in planning and managing the school's financial resources.



Holy Spirit Catholic School in Great Falls, Montana is now accepting applications for the role of principal for the 2019-20 school year. Holy Spirit enrolls over 200 students in PK-8th grade and has a long history of academic excellence and Catholic community in Great Falls. Now part of the Holy Trinity Catholic School system, the principal will report to the Executive Director of the school system along with the principals of the other two Catholic schools in Great Falls. The schools have combined enrollment, finance, marketing, development, enrollment and athletics efforts and one board of limited jurisdiction. The principal is responsible for the spiritual, educational, and managerial leadership of the school alongside the pastor of Holy Spirit Parish, one of the largest in the Diocese of Great Falls-Billings.

Please send a cover letter and a resume with references electronically to Superintendent Dr. Tim Uhl superintendent@montanacc.org.

Application review will begin in February.

