

St. Francis of Assisi Catholic School is seeking a dynamic leader to serve as Principal for the 2023-2024 school year. St. Francis is a preschool-8th grade accredited non-public school serving approximately 750 students in West Des Moines, Iowa.

Job Title: Principal

The principal develops and implements the educational program of the school as a member of the leadership team of the St. Francis of Assisi Parish with the assistance of a full time Assistant Principal. The principal helps lead, create, and promote a strong faith community in which all grow in their personal faith and knowledge of Catholic teaching.

The principal is responsible for developing, implementing, and reviewing the total school program. This includes ensuring academic excellence; supervising and evaluating staff; professional learning community development; multi-tiered systems of support; budgeting; accreditation procedures; community relationships; development and implementation of the school improvement plan; professional development for staff; and enrollment management and marketing efforts.

Excellent communication skills along with a deep understanding of educational systems and the ability to work with parents and the wider parish community are essential.

A successful candidate must be a practicing Catholic with knowledge of Catholic teaching and must hold a valid Iowa Administrator license with Evaluator Approval.

Qualifications:

- Masters Degree in Educational Administration required
- Previous administrative experience preferred
- State of Iowa Administrator license with Evaluator Approval required, additional endorsement areas preferred
- Knowledge of principles, theory, and practices in educational programs
- Experience with federal, state, and local laws, codes, and regulations
- Community leadership experience preferred
- Practice in teacher observation, evaluation, supervision strongly preferred
- Minimum of 5 years successful teaching experience with preference given to Catholic school experience

Qualified applicants should submit the on-line application along with a cover letter, resume, three letters of reference, transcripts, and copy of Iowa Administrator license to Teach Iowa or send directly to Diocese of Des Moines Superintendent of Schools, Donna Bishop at dbishop@dmdiocese.org.