

Cardinal Hickey Academy School Principal Job Posting

Posting date: May 28, 2010

Closing date: June 30, 2010

Who we are:

Opened in the fall of 1997, the Cardinal Hickey Academy is a Regional Catholic Elementary School supported by the parishes of Jesus the Good Shepherd, St. Anthony of Padua, and Jesus the Divine Word. The Academy serves the educational needs of families with children from pre-K through grade 8 primarily in Maryland's northern Calvert County and southern Anne Arundel County.

The spiritual foundation on which the Academy is structured, is the teachings and practices of the Catholic faith. We therefore strive to provide an environment which assists families in the spiritual development of the faith life of their children. CHA is also committed to the formation of strong moral values and commitment to service.

In all of its activities the Academy is motivated by a commitment to excellence. Our program of academic excellence places a strong priority upon reading, writing and mathematics. A comprehensive, age-appropriate technology plan is employed. Music, the arts and foreign language studies complement the entire academic program.

The Academy is staffed by both the Dominican Sisters and dedicated lay faculty who are committed to developing the "total child" by encouraging spiritual, intellectual, physical, social and emotional growth.

For more information on our school please see www.cardinalhickeyacademy.org

Who we seek:

We seek a qualified Principal to:

- Promote the Catholic Identity of Cardinal Hickey Academy
- Promote the Philosophy and Mission of Cardinal Hickey Academy by providing spiritual, instructional, and administrative leadership
- Relate to local church and civic communities on behalf of the school
- Support the pastors, faculty, staff, and parents in the Christian formation of the students

Qualifications:

Principals in the Archdiocese of Washington shall be practicing Catholics who uphold the teaching of the faith and are committed to the Catholic education that is academically excellent and rooted in Gospel values. All chief administrators shall possess the following qualifications:

- A. A certified catechist based on criteria from the Archdiocesan Office of Religious Education, or demonstrates continuing progress towards attaining catechist certification in no more than three (3) years after date of hire;
- B. A practicing Catholic, who regularly participates in the liturgical and sacramental life of their parish
- C. A Master's degree from an accredited institution in educational administration, curriculum development or an approved related educational field, or demonstrate continuing progress towards attaining a master's degree in no more than two (2) years from the date of hire;

D. A Maryland, Virginia or District of Columbia educational administration certification at time of hire or within three (3) years of the date of hire;

E. A minimum of five (5) years of instructional experience, preferably in Catholic schools.

Responsibilities:

The Principal of our regional school shall be appointed by, and responsible to the Pastors and the Superintendent for providing spiritual, instructional and administrative leadership in accordance with the policies and guidelines provided by the Catholic Schools Office. The school Principal oversees the full implementation of school operations including; Catholic educational leadership, instructional and programmatic supervision, professional development, school budgeting, development and planning, recruitment of families, facilities management, school safety, and community relations.

As a Principal of the Cardinal Hickey Academy, the individual must be willing to set the example of a Catholic Christian in action who models the teaching of Christ to faculty, students and parents of the school community.

The Principal should be able to effectively advance the following mission statement of the school:

“Founded on Gospel values, CHA seeks to nurture the whole child. Motivated by the teaching mission of the Catholic Church, our community is committed to providing an environment in which each child can achieve academic and personal excellence. In the spirit of truth and respect, our regional school cherishes the gift of faith and the joy of unselfish service in the tradition of James Cardinal Hickey.

At CHA, we believe:

- The Catholic faith should be integrated throughout the curriculum so each child may live in the fullness of the faith.
- Throughout our school community, excellence is achieved through a partnership with families setting high expectations in the education process.
- Each student should be prepared to engage the culture in which they live. Therefore, we develop character, good citizenship, and Christian leadership in order to serve the Church, the community and the country.
- Our commitment to visual and performing arts allows students to experience the full range of the arts as joyful and serious academic disciplines.
- Jesus is the unseen teacher in each classroom and is present in each person inspiring an atmosphere of respect for the dignity of the human person.”

Application Process:

To be considered for this position a completed applicant packet must be on file in the Catholic Schools Office. Please submit a letter of interest, resume, and application with salary history, three professional references, and a letter from a pastor indicating the candidate is in good standing with the Catholic Church.

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