



# TRINITY EXECUTIVE PARTNERSHIP

## **Our Lady of Peace Catholic School Principal**

Our Lady of Peace Catholic School, ideally located in suburban Darien, Illinois; offers a solid educational experience that is firmly rooted in traditional Catholic doctrine to students in preschool through grade eight. This premier Diocese of Joliet Catholic elementary school educates the mind, heart, and spirit of each of its students.

### **Our Lady of Peace Catholic School Mission Statement:**

*As partners in education at Our Lady of Peace Catholic School, God calls us as Parish, School, and Family to be the light of Christ to our students. By nurturing their faith, we provide a strong academic foundation anchored in Catholic Spirituality.*

To accomplish this mission, academic courses are aligned with state and national standards as well as with *Catholic Curriculum Standards*. Religion and technology are integrated throughout all contents areas, and a variety of before and after-school programs are structured to meet the spiritual, moral, intellectual, and physical needs of each child. A differentiated academic program provides both enrichment opportunities and academic support in order to nurture the skills, habit, and attitudes that are essential to learning. Our Lady of Peace Catholic School is fully accredited by the AdvancEd, the state of Illinois, and the Diocese of Joliet.

Our Lady of Peace Catholic School is central to a vibrant faith community. The Pastor and Principal inspire students, parents, and staff to live as Jesus taught by integrating Catholic values not only within the academic setting, but also throughout the parish and the wider community.

### **The Position:**

The Principal is the instructional and administrative leader of the school, responsible for planning and executing a successful academic program at Our Lady of Peace Catholic School. The Principal is a member of the administration and is responsible directly to the Pastor. The Principal will create an atmosphere which encourages the engagement of all students and a desire for learning.

The successful candidate must be a practicing Catholic who upholds the teachings of the faith. The Principal must be an outstanding educational leader with demonstrated expertise in pedagogy, curriculum, instruction, and assessment within a pre-kindergarten through grade eight learning environment.

**Specific Duties and Responsibilities:**

- Direct, assess and supervise the curriculum and instruction of the school.
- Hire and develop school staff.
- Oversee planning of the master schedule of classes for students and assign members of the staff. Ensure CSO standards are being met in each grade and subject for PreK-8<sup>th</sup>.
- Evaluate the performance of teachers and school employees and counsel them on their individual development. Create different instructional methods.
- Mold student discipline policies to meet student population needs.
- Supervise the athletic director and the athletic department.
- Insure that the instructional programs of the school operating within the budget.
- Work closely and professionally with parents and staff.
- Support the Home & School Association by attending meetings school events.
- Maintain a positive productive relationship with the business office, school board, finance council and strategic planning committee. Attend meetings as assigned.
- Create and offer professional development for staff basic on curriculum assessments.
- Lead the school community to ensure mission, goals, and policies are achieved and implemented.

**Key Responsibilities:**

- Accept accountability for students' overall academic performance
- Set forth a plan to achieve Blue Ribbon Status for OLOP
- Be available for contact with parents, students and staff to discuss progress and issues before and after class, nights or on weekends (via cell phone, in person or email)
- Maintain work hours extending beyond school hours for other professional duties or functions, such as staff meetings or council responsibilities.
- Participate in individual professional development three-four times per year.
- Serve on committees of the school and parish including, School Board, Finance Committee, Strategic Planning Committee, Home & School Association and Parish Council.

**Educational Requirements – Principal Candidates:**

The successful Principal candidate must possess an advanced degree in educational leadership and hold a current *Illinois Professional Educator License* with a General Administrative Endorsement; administrative experience in a school is a plus. He or she also must be willing and able to accept the challenges of serving as the spiritual and instructional CCO (Chief Cultural Officer) of his or her school.

*Our Lady of Peace Catholic School is an equal opportunity employer.*

For inquiries or to submit a cover letter and resume please contact:

Richard D. Sbarbaro, Managing Partner  
Trinity Executive Partnership  
2215 York Road, Suite 210  
Oak Brook, IL 60523  
Phone: 708-531-0100  
d.sbarbaro@trinityexecutivepartnership.com  
www.trinityexecutivepartnership.com