Position Overview:
The primary purpose of the Hill-Murray Principal is to provide leadership and ensure a transformative student experience so that each student develops their God-given gifts to make a difference in the world. In collaboration with the President and academic team, the Principal shares responsibility for integrating faith within the school through innovative academic and student programs, including curriculum development.

The Principal coordinates the program of supervision, observation, and evaluation of the faculty and instructional programs. The Principal coordinates all phases of policy implementation related to academics, instruction, and curriculum and coordinates all student affairs programs and co-curricular activities through the Assistant Principal and Director of Activities and Athletics. The Principal is responsible for the successful day-to-day operation of the school as accomplished through effective delegation of responsibilities to the administrators, faculty, and staff.

Collaborative leadership and professional excellence are at the heart of Hill-Murray’s approach to ensuring that students, faculty, and staff have an outstanding experience and that Hill-Murray is a high-performing school. The principal position requires a strong leader who enjoys working collaboratively to find creative and life-giving ways to support students, faculty, and staff in reaching shared goals that align with Hill-Murray's mission and vision. An innovative mindset, along with an ability to deliver on strategic initiatives, are key to success in this position.

Primary Duties:

Personnel Responsibilities and Professional Development

- Identify, attract, develop, and retain high-quality educators who are committed and passionate about delivering a transformational Catholic educational experience. Act as a fair, personable, and compassionate leader who embraces collaboration while leading with enthusiasm. Provide ongoing mentoring, professional development, and meaningful evaluation of faculty and staff.
- Recruit, employ, supervise, and evaluate faculty and staff who directly report to the principal.
- Perform annual performance evaluations for all persons who report directly to the principal and review and approve all other evaluations of teaching.
- Prepare or update, as necessary, job descriptions of all positions that report directly to the principal, defining their responsibilities, authority, and accountabilities.
- Appoint department chairs for each academic department.
Develop and execute a program for professional development for teaching that aligns with the school’s mission and strategic plan goals.

- Provide oversight of new faculty and make mission-based decisions on retention in the first three years of employment.
- Annually review the staffing levels based on the needs of each program area.

**Faith Leadership**

- Provide inspirational Christ-centered servant leadership that embraces, models, and champions the traditions and values of Catholic education. Champion and promote the school’s unique charism, rooted in the traditions of Sisters of St. Paul’s Monastery and the Christian Brothers.
- Provide direction and support in the articulation of the school’s Catholic identity.
- Ensure the academic program aligns with the vision and mission of the Catholic Church.
- In word and deed, actively support the school's Catholic identity and faith-based nature.

**Curriculum Development**

- Provide accomplished, passionate, and inclusive academic leadership. Lead an extensive, innovative, and academically transformative curriculum that ensures success for all students based on high standards of excellence.
- Ensure the maintenance of a rigorous curriculum and develop innovative educational programs in support of Hill-Murray’s mission statement and strategic plan goals.
- Review, update, and oversee the publication of the Curriculum Guides.
- Work with department chairs to determine course offerings and sections.
- Oversee the development of the master schedule.
- Sustain accredited status through Cognia.
- Cultivate and sustain a positive learning environment for all students.

**Financial**

- Provide financial oversight to all academic department expenditures. Participate in developing appropriate budgets to achieve strategic goals. Oversee academic budget, including department budgets, academic supplies, and textbooks.
- Approve professional development plans and requests.
- Ensure annual reports are submitted to local school districts for reporting and Title funding purposes.
Community Relations

- Bring together diverse constituents and stakeholders using collaboration and consensus-building skills, working with boards, faculty, staff, students, alums, and the broader community. Provide accessible and approachable leadership with a reputation for being extremely visible and interactive on campus and at school events and for relating to the students, parents, faculty, and staff with energy, enthusiasm, and warmth.
- Communicate timely and relevant academic and student life information to faculty, parents, and students as needed.
- Be present for school events and activities over evenings and weekends as appropriate.
- Communicate updates and expectations with faculty and staff regularly.
- Serve as a member of the student support team.
- Serve as a member of the admissions committee.

Additional Duties:

1. Serve as a member of the Academic Team.
2. Serve as the main point of contact for faculty and students.
3. Meet monthly as scheduled with the Catholic high school principals’ group.

Responsibilities to Hill-Murray as a Catholic School:

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in accordance with the Code of Pastoral Conduct, and their public behavior must not violate the faith, morals, or laws of the Catholic Church such that it can embarrass the School or the Church or give rise to scandal. The Principal is expected to be an active, participating Roman Catholic.

Qualifications

Education/Experience (Minimum Requirements):

- Must be a practicing Catholic in good standing with the Catholic Church who can provide a credible witness of the Catholic Faith.
- A master’s degree or doctorate in educational leadership or equivalent.
- A Minnesota state administrator’s license.
- A minimum of at least five years of classroom teaching experience in grades 6-12.

To Apply

Please email Jessica Lewis your cover letter and resume at jlewis@hill-murray.org by May 24, 2024.