



Battle Creek Area Catholic Schools

## High School Principal and Lead Administrator



### Job Description Summary

Under the guidance of the Superintendent of Diocesan Schools, the high school principal is responsible for leading our high school as a mission of the parishes, while supporting the elementary and middle school principals in a lead administrative role. He/she will advance our mission statement: *“The Battle Creek Area Catholic Schools, in partnership with parents, community and the Catholic Church, provide students with an excellent education and solid faith formation. Students will know the Faith, share the Faith, and live the Faith.”*

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### General Responsibilities and Duties

#### Faith

- Openly practices Catholic faith with students
- Demonstrates knowledge of Theology to students
- Convey Catholic identity to parents
- Collaborate with Pastors to promote Catholic values
- Facilitate spiritual development of administrators, teachers, and staff

#### Leadership

- Leads professional development of staff
- Understands importance of communication
- Communicates effectively in person, while public speaking, and using electronic communications including all current forms
- As lead administrator, will effectively guide and support the elementary and middle school principals

#### Instructional and Academic Guidance

- Select, supervise and evaluate staff
- Broaden Advanced Placement course offerings
- Oversee the continuing effort to maintain, upgrade, implement, and follow through of all curricular efforts in the schools

#### School Development and Growth

- Actively demonstrate leadership in recruitment and retention of students

#### Finance and Facilities

- Understand budget process and capital improvement. Aid in the development and implementation of these plans
  - Is responsible for all school expenditures
  - Demonstrate knowledge of building infrastructure
  - Direct maintenance of building and expansion efforts
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### Required Qualifications

The successful candidate should hold a Masters’ degree in Education Leadership or Education, have (or be eligible for) current Michigan teacher certification, and have a minimum of 3 years teaching experience. He/she has the ability to interact well with parents, donors, pastors, church/diocesan staff, and the general public. Candidate must practice and model Christian principles and the Catholic faith both within the school and in personal life.

To apply please provide a letter of application and resume to

BCACS Offices  
c/o Cathy Erskine  
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or [cerskine@bcacs.org](mailto:cerskine@bcacs.org)  
269-963-1131

