



Saint Raphael School – Principal Position Job Postings

Full Job Description/Request for Application Materials:

The parish community of Saint Raphael-Holy Angels (Hamilton, NJ) is seeking to hire a Principal (2022-2023 school term) for our Pre-K to eighth grade grammar school. We, the faith-filled community of Saint Raphael School, are inspired to celebrate and share our God-given talents, be passionate life-long learners who strive for academic excellence, and foster a spirit of respect, reverence, and responsibility as we journey together empowered by the Gospel message to serve the Lord. We seek an innovative and collaborative Catholic leader rooted in the teaching traditions and service ministry of the Church. The next Principal will build on the success of the school and advance its role through new approaches to curriculum and living the Catholic faith.

The candidate selected must be a practicing Roman Catholic in good standing with the Roman Catholic Church, with the ability to set an example to the Saint Raphael School community of what it means to live their faith and providing Christian Service.

The Principal is called to be a spiritual, educational, and managerial leader of the school and should create a climate of collaborative and collegial relations in administering the responsibilities of the position. The Principal will be responsible for the development of the whole child in the areas of Christian faith, academics, athletics, and extra-curricular activities. The Principal will build and maintain relationships with the School Board and Parish Councils. The Principal will also be responsible for initiation, support, and oversight of institutional advancement, development efforts, and building relationships within the community.

The candidate selected will engage in strategic planning activities aimed at furthering the mission of the school, and will ensure that the school maintains a competitive edge academically while preserving high academic standards.

Qualifications:

- Active and practicing Roman Catholic in full communion with the Church, participating in a parish.
- Master's Degree, preferably in Educational Administration or equivalent, from an accredited college or university.
- Possesses a New Jersey Teaching Certification or equivalent.
- Possesses a New Jersey Principal Certification or Certificate of Eligibility for New Jersey Administrators (out of state certifications will be considered on a case-by-case basis).
- Enrollment in the Diocese of Trenton's Catechist Certification Program within two years of being hired, if such certification is not already possessed.
- Previous teaching experience, preferably in Roman Catholic schools.
- Previous administrative experience strongly preferred, with experience in a Roman Catholic school setting a plus.
- Proven track record of recruiting, training, leading, motivating, and retaining a highly qualified and dedicated team.
- Goal-oriented mindset with a proven track record of achievement in leading and meeting established objectives.
- Exceptional verbal and written communication skills with a proven track record of communication excellence.
- Strong client focus skills and experience building strong and effective relationships with students and parents, and faculty and staff.
- Experience in strategic planning, advancement, and marketing a plus.
- Ability to organize programs, personnel, and activities required for productive in-person and virtual learning.
- Ability to analyze data to make sound, strategic decisions.
- Ability to effectively handle/negotiate difficult situations.

Applicants should provide a resume and a cover letter which includes a statement regarding the applicant's philosophy of education and why they want to be the principal of St. Raphael School. The following additional documents are optional at this time: Diocese of Trenton Elementary School Principal Application Form, copies of NJ Teacher and Administrator Certifications, three professional references, and a letter of good standing from their Pastor. If interested, please email documents to gdaguplo@srhap.org by June 3, 2022.