Employment Application for Position of Principal

In its 101st year, Trinity High School, a Catholic College Preparatory High School for young women in River Forest, Illinois, is seeking a passionate leader to serve as Principal beginning with the 2020-2021 school year. Trinity is an International Baccalaureate (IB) school, offering students a rich academic and co-curricular program including college-level courses in many areas of study.

GENERAL DESCRIPTION

The Principal works to advance the school on all levels in his/her primary role of academic leadership and to promote a culture of learning for Trinity’s diverse community of students and families. The Principal is appointed by and is responsible to the President for the administration and supervision of the academic programs, student activities, student support services, and academic personnel including the development, recruitment and retention of faculty and staff that model excellence and passion for the education of young women.

Possessing effective communication and leadership skills, the Principal models compassion, integrity and a belief in the success of every student. The Principal will be an effective team builder who promotes an environment of collaboration, innovation and shared decision making. The Principal is a member of the Administrative Team and works closely and collaboratively with the entire administration in furthering the mission of Trinity High School.

PHILOSOPHY

- In collaboration with the President, reviews the educational philosophy and plans for its implementation in accordance with the educational mission of the Sinsinawa Dominicans and Trinity High School.
- Implements policies established as an outgrowth of the educational philosophy.
- Promotes unity and communication among all faculty, staff, and administration.

PERSONNEL

- Assists in developing personnel policies pertinent to academic personnel and adheres to and oversees implementation of those policies.
- Recruits all personnel for academics, student activities, and student support services, and present contracts to the President for approval.
- Initiates faculty development programs that provide both spiritual and professional growth.
- Supervises and evaluates the instructional program and personnel.
- Supervises and evaluates personnel in other departments as assigned.

FAITH COMMUNITY

- Exercises leadership in the development of the faith community within the school and among the faculty
- Models Gospel values in all relationships through participation in prayer and worship, and in service to others.

ACADEMICS

- Develops, in collaboration with the faculty, a strong college preparatory curriculum and instructional program.
- Promotes, within the curriculum, the integration of the outcomes of educational research regarding women.
- Demonstrates a commitment to and willingness to develop the IB program.

FINANCES

- Provides pertinent information for the annual budget, both preliminary and final, in collaboration with the President, the Chief Financial Officer, and the Finance Committee of the Board of Directors.
- Approves departmental budgets and expenditures and makes appropriate financial recommendations to the President.
BOARD OF DIRECTORS
● Provides requested reports to the Board of Directors and attends meetings when requested.
● Attends Academic Advancement, Marketing, and/or Enrollment Committee meetings as needed.

PLANNING
● Assists in the short-range and long-range planning processes, in collaboration with the President and other administrators.
● Evaluates the strategic and annual planning programs associated with academics, student activities, and student support services and provides the President and Board with the results.

COMMUNICATIONS
● Articulates the Catholic educational vision of the school to various publics.
● When designated by the President, serves as spokesperson for the school to the various publics
● Develops and implements a system of regular and effective communication with faculty, students, and parents.
● Attends club, organization, and school meetings and events where necessary and appropriate.

GROUPS AND INDIVIDUALS OUTSIDE THE SCHOOL COMMUNITY
● Prepares reports for the Sinsinawa Dominican Sponsors Council and Board of Directors as requested.
● Represents the school to the Archdiocese, Sinsinawa Dominicans, Dominican Association of Secondary Schools Trinity Corporate Members, and accrediting agencies in areas specific to the duties of Principal and/or in areas designated by the President.
● Participates in retreats and seminars for administrators of Sinsinawa Dominican sponsored ministries.

We seek candidates who have a vision for academic excellence that embraces 21st century challenges while being firmly grounded in the Sinsinawa Dominican core values of study, community, service and prayer.

Preferred Qualifications and Experience:

1) Experience as a school administrator
2) Advanced graduate degree in educational leadership
3) Substantial teaching experience
4) Strong instructional leadership skills; collaboration, organization, oral and written communication, decision making, conflict resolution
5) Skills to guide the professional development of faculty and staff
6) An ability to lead which fosters high expectations for faculty and staff, students, and self
7) Commitment to building a positive culture among faculty and staff, students and parents, Board of Directors and the community
8) Preferred experience with International Baccalaureate program

Salary and benefits are competitive and commensurate with experience and qualifications.

Application Requirements:
1) Current resume
2) Compelling letter of interest that illustrates why you are applying for this position.
3) Summary of your educational philosophy and how it would support the mission of Trinity.

Send Materials to: Please do not send materials to the school campus. Direct all materials to the following:
careers@trinityhs.org

Notice of Non-Discrimination: It is the policy of Trinity High School to comply with applicable state and federal laws prohibiting the discrimination of employment based on race, age, color, national origin, disability or other protected classification.