



NORTHWEST ACCREDITATION COMMISSION 2010

"The faculty and staff provide a highly effective program that supports student personal, spiritual and academic growth and high achievement of all students through a wide variety of support systems. The school community actively supports their students' growth needs. The school community has multiple opportunities to pray together. They participate in Masses and liturgies planned by students. Each class prays together every day and the outreach program gives the students opportunity to reach out to the greater community."

**Accreditation Report of the Visiting Committee,
Western Catholic Education Association**



St. Joseph School



SJS by the numbers

Enrollment

(m) 313 +
(f) 303 = 616

Grade Range

K – 8

Operating Budget

\$7,200,000

Financial Aid

\$800,000

Endowment

\$6,000,000

Annual Fund

\$500,000

Leadership Opportunity
St. Joseph School
Principal/Head of School
July 1, 2012

APPLICATION PROCESS

1. Send **letter of interest, resume, statement of educational philosophy, and the names of 5 people** (include telephone and e-mail address) who have worked with you within the past 5 years to:

terry@newthinker.com (please do not send hard copies)

2. All materials must be received on or before **September 30, 2011.**
3. Semi-finalists will be notified in mid – October.
4. Semi-finalists will be interviewed by the search committee on Saturday, **October 22, 2011**, in Seattle, WA.
5. Finalists will be notified no later than October 25, 2011.
6. Finalist interviews will take place over a two day period on campus for the candidate and spouse during the weeks of **October 31, 2011, and November 7, 2011.**

GENERAL NOTES

1. Please provide a telephone number and e-mail address that are reliable and secure.
2. Please plan to meet with the search consultant - either in person or by telephone - in mid-September as the candidate pool is being formed.
3. If you wish your candidacy to be confidential until the search reaches the finalist phase, please identify at least 1 person who can be contacted as a reference prior to the selection of semi-finalists, and include the confidentiality request in your cover letter.

St. Joseph School is a Parish Catholic grade school founded in 1907 on the traditions of the Society of Jesus and the Sisters of the Holy Names of Jesus and Mary. Located on Capitol Hill in Seattle, the school serves families city-wide and is dedicated to the education, integration, and development of young people from all social, economic and religious backgrounds.

Our Mission is to create a faith-centered community that educates and inspires students to their God given potential. We do this by fostering the values Love, Respect, Service and Integrity

Governance

St. Joseph School reflects the educational vision and mission of St. Joseph Parish and the Catholic Archdiocese of Seattle. The Principal, in conjunction with a dedicated administrative team, oversees the spiritual, academic and student life of all children at the school.

A School Commission, consisting of members from the community, advises the Principal in policy development and long range planning.

The Principal directs the operations of the school including fund development, finance, physical plant, curriculum and staffing.



An Opportunity to Lead

St. Joseph School, the largest Catholic grade school in the Pacific Northwest, is a dynamic, progressive and well-financed institution. The in-coming Principal will build on the school's 100-year tradition of educational excellence. In 2011-2012, the school enters the sixth of a seven year strategic plan, thereby giving the new Principal one year to learn the school's rhythms and processes before developing the next five to seven year plan. The strategic plan sets priorities, establishes financial goals, allocates resources and advances the school's long term vision.

A professional staff and a dedicated community of parents and alumni, known for their commitment, assist the Principal both internally and externally to promote social justice and outreach.

"Collaborative interaction" best describes the successful new Principal's leadership style. With a Parish, a school community, an alumni population, the Archdiocese of Seattle and a reputation more than 100 years in the making, the next leader for St Joseph School needs to engage and ignite the entire community.

People

Students		Faculty	
Total Enrollment	616	Men	14
Catholic	478	Women	34
Members of St Joseph Parish	369	Bachelors' Degrees	14
African American	31	Advanced Degrees	32
Asian	30	Tenure:	1 – 5 years 10
Hispanic	15		6 – 10 years 10
Native American	6		11 – 15 years 12
Multiracial	51		16 – 20 years 9
Students on Financial Aid	23%		21+ years 7

Responsibilities

- ✓ Reports to the Pastor and is a member of the Parish staff
- ✓ **Ignites** the school's Catholic Jesuit identity by fostering the values of faith, service, compassion, leadership and excellence [remove the semi-colon at the end]
- ✓ Guides a team, including two Vice-Principals, Development Staff, Division Heads, and Business Office, who are responsible for the school's religious, academic, co-curricular and extra-curricular programs, including fund development, finance, physical plant, curriculum and staffing.
- ✓ Supports and inspires faculty and staff
- ✓ Fosters communication and connections with parents, parishioners, alumni and the broader Archdiocese of Seattle
- ✓ Develops long-range strategic plans with a particular focus on fund raising and long term financial stability
- ✓ Embraces and actively promotes social justice and outreach



Qualifications

Practicing Catholic with a strong faith life and a record of successful Parish involvement and leadership

Ability to **lead collaboratively**, inclusively, and respectfully

Dynamic **charismatic speaker** with excellent written communication skills

Proven ability to **work with a diverse and complex organization**, including experience with financial management

Commitment to **collaboration with the Parish Pastor** in implementing the vision and mission of the Parish

Established ability to develop and implement a **learning environment**

promoting Catholic faith formation, ethical decision-making, social justice and Christian leadership

Enthusiastic commitment to and demonstrated **success as a fund raiser**