



About Hackett Catholic Prep

Hackett Catholic Prep (grades 9-12) was founded in 1964 and is a co-ed school located in Kalamazoo, Michigan and a system member of the Catholic Schools of Greater Kalamazoo which serves students from multiple counties. With a current enrollment of 271 students, and a focus on growing, Hackett Catholic Prep is committed to preparing students for lifelong success by promoting and developing faith, character, and academic achievement in a supportive and challenging Catholic faith-based environment.

Hackett Catholic Prep is *More Than High School*:

- Students build a meaningful relationship with God here, one that will guide them *forever*.
- Students are empowered to shine at *any* university in the country.
- Students are taught to dream *big* when it comes to their future, and we are ever-available to help them work towards that dream.
- Students can discover, safely, who they are.
- Graduating students receive scholarships to college, freeing their parents from *huge* financial burdens.
- Students learn Catholic values which help them make better choices today and in their future.

Whether a students' passion is Academics, Activism, Art, Athletics, or something entirely different, students at Hackett Catholic Prep can do *more* here than kids at any other school.

Website: www.hackettcp.org

Physical Address: 1000 West Kilgore Road
Kalamazoo, MI 49008

What We Are Looking For

Hackett Catholic Prep is in a search for the next Principal who will begin the job in July of 2015. The school seeks a dynamic, inspirational leader who is a practicing Catholic and committed to the mission and core values of Hackett Catholic Prep. The Principal will be responsible for the faith, academic, co-curricular, and extracurricular development of the student body and faculty.

The Principal leads, administers, and coordinates the faith formation, instructional, student services and activities areas of Hackett Catholic Prep. The Principal is directly responsible to the Canonical Administrator. The Assistant Principal, Director of Athletics, and Administrative Staff report directly to the Principal.

Responsibilities include:

Faith Leadership

- Articulate and model active faith and morals
- Lead, in partnership with the Diocesan-assigned Chaplain, the community in prayer, and service
- Build school faith community
- Generate a positive Catholic culture and environment in the school
- Facilitate the systematic mission formation of school personnel



Mission Leadership

- Support and live the teachings of the Catholic Church and the Mission of Hackett Catholic Prep
- Communicate the Catholic identity and mission of Hackett Catholic Prep verbally and in writing at every opportunity
- Know Catholic teaching, especially in relation to current moral/ethical issues
- Exhibit professional and moral character
- Collaborate with parents as the primary educators of their children
- Understand and embrace diversity
- Promote Christ-Centered servant leadership students, faculty, and staff
- Generate and evaluate programs and opportunities for students, faculty, and staff to become the best version of self

Organizational Leadership and Communication

- Inspire all toward a shared vision for the future
- Know current trends in Catholic high school education
- Promote innovation, change, and collaboration in achieving Hackett Catholic's educational mission
- Understand (or be willing to learn) the Catholic school governance structures; especially the role of our eight supporting parishes, our three LAC's, CSGK Board of Directors, Supporting Pastors, Canonical Administrator, Catholic Schools Office, and state Department of Education
- Provide leadership in annual coordination of state, diocesan, and school initiatives in curriculum, instruction, and assessment
- Promote shared leadership and work collaboratively with other school administrators
- Provide leadership/management for the day-to-day academic, student services, and activities operation of Hackett Catholic Prep
- Implement the policies of Hackett Catholic Prep to parents, faculty, and students in accordance with its mission
- Plan, convene, and preside over faculty meetings
- Supervise and evaluate the assistant principal(s) and professional growth plans
- Maintain lines of communication with students, faculty, parents, and administration at all levels
- Maintain an accurate and permanent record for personnel and students
- Demonstrate effective stewardship of school resources through the development of both short-term budgets and long-term financial plans
- Create and present the school calendar, curricular changes, policy handbook changes, and other initiatives to the Canonical Administrator and CSGK Board of Directors for ratification
- Recruit, select, supervise, and evaluate school personnel in accordance with the mission of Hackett Catholic Prep

Educational Leadership

- Inspire and lead the Hackett Catholic Prep community toward educational excellence
- Communicate effectively with faculty and staff
- Design and present professional development plan for faculty annually
- With the Canonical Administrator and in light of the mission, lead the recruitment, retention, promotion, and tenure processes to ensure that the next generation of faculty and staff brings exceptional scholarship and a deep commitment to excellence in teaching.
- Ensure that Catholic teaching and religious values are infused throughout the educational program
- Provide a high quality religious education program staffed by qualified teachers



- Provide opportunities for teachers to participate in school planning and policy development, i.e. Academic Departments, Lead Teachers, curriculum, Technology, Campus Ministry.
- Determine teaching assignments and work with assistant principal to assign appropriate moderators for co-curricular and extracurricular activities
- In consultation with the Canonical Administrator, appoint head of departments - Department chairs, Director of Student Services, Technology Coordinator, Media Center, Counselor, College and Career Coordinator
- Supervise instruction, visit classes, and evaluate teachers
- Supervise and evaluate non faculty staff
- Share responsibility for faculty and curriculum development with department chairs through classroom visits, evaluation, and research
- Enforce the policies of Hackett Catholic Prep as delineated in the Employee Handbook
- Utilize data effectively to monitor and make changes to the instructional program
- Develop a Professional Learning Community to support on-going professional and faith development of faculty and staff
- Conference with both students and parents when necessary
- Work with the assistant principal, counselors, college/career coordinator, community resource liaison, and counselor to assure a high standard of student services

School Community Leadership

- Provide adequate resources for student growth and learning
- Develop programs to address the unique learning needs of students
- Collaborate with the CSGK Board and Director of Advancement to create a comprehensive development plan that explores additional sources of revenue (e.g., alumni giving, grants)
- Collaborate with the CSGK Board and Director of Admissions to create a comprehensive admission/enrollment plan that develops enrollment strategies to maintain and grow stable enrollment
- Collaborate with the CSGK Board and Communications Director to create innovative marketing strategies to promote the school and its mission to a variety of stakeholders
- Communicate with parents on a regular basis and provides opportunities for parental involvement
- Represent Hackett Catholic Prep to school groups at the appointment of the Canonical Administrator, Office of Schools, and CSGK Board of Directors
- Ensure the safety of the school through strategic facilities management
- Develop and maintain lines of communication with external audiences

Financial Leadership

- Work with local diocese, local public school district, other government agencies, and the school parents to access available public funds
- Supervise the preparation of departmental budgets to secure necessary program resources, and submit budgets to the Canonical Administrator, LAC, CSGK Board of Directors, and Business Manager
- Provide input to the Canonical Administrator, LAC, CSGK Board of Directors, and Business Manager in preparation for the school budget
- Provides direction and input to the Financial Aid committee on distribution of funds.
- Provide input to Director of Advancement on fundraising, grant development, and constituent relations.

***Committee Leadership***

- Create and serve on ad hoc committees as needed
- Represent the school at the following, but not limited to: Diocesan School Principal's meetings, KRESA meetings, Kalamazoo Area Principal meetings

Desired Skills and Experience***Requirements:***

- Active, practicing Catholic, outstanding for your doctrine and witness of Christian living. Candidate must exhibit personal and professional conduct consistent with Catholic teaching and demonstrate a Catholic heart and a love of teaching and learning, and be willing and able to blend these qualities as a school leader.
- Masters Degree or higher in Secondary Education Administration, Educational Leadership, or equivalent field of study (or willingness to achieve same within 3 years)
- Valid Michigan Teaching Certificate and evidence of successful secondary classroom teaching and successful experience in school leadership

Responsibilities:

- Provide spiritual leadership
- Foster Excellence in Education
- Build positive school culture
- Raise community awareness of Hackett Catholic Prep
- Positively administrate office and school environment

Salary and Benefits: Negotiable, based on education and experience

Deadline: Applications will be accepted until June 26, 2015

Candidate is asked to submit the following documents to the Principal Search Committee:

- Cover letter noting interest and qualifications for serving as Principal of Hackett Catholic Prep, and include in the letter, a statement of philosophy on your vision of Catholic education
- Current resume
- Credentials
- Three letters of reference

Documents can be emailed to: HackettPrincipal@hackettcp.org

Or, mailed to: Hackett Principal Search Committee

Attn: Tim Harding

1000 West Kilgore Road

Kalamazoo, MI 49008

Search Calendar:

Application Due: June 26, 2015

Interview Process: June/July 2015

Final Selection: TBD

Start Date: TBD