ST. JOHN PAUL II
CATHOLIC HIGH SCHOOL

PRINCIPAL SEARCH PROSPECTUS

St. John Paul II Catholic High School in Tallahassee, FL, is seeking the next servant-leader for our school.

www.sjpiichs.org

It is the mission of St. John Paul II Catholic High School to provide an affordable college preparatory curriculum within a Christ-centered Catholic environment. This mission encompasses the education of the whole person – spirit, mind, and body – within the tradition of the Catholic Church.

St. John Paul II Catholic High School is a diocesan school located in the Diocese of Pensacola-Tallahassee. Our mission of educating the whole student - body, mind and spirit - within a Christ-centered Catholic environment is at the center of everything that we do here, everyday.

It is the commitment of all members of the St. John Paul II Catholic High School community to provide a varied program of religious experiences grounded in Catholic faith and tradition. Educational offerings will promote an academic understanding of our world and skills to develop a personal code of moral and ethical conduct. Our environment will provide social and cultural opportunities that will lead to a greater embodiment of caring and giving within the community.

In order to achieve this mission and philosophy, we subscribe to the following core values:

Catholic Community: We seek to teach and deepen the love of God and neighbor as revealed in Sacred Scripture. Through both curriculum and community, students will be taught to live and articulate the teachings of Catholicism. They will learn to respect the value of prayer and Christian service, to respect others and to be Disciples of Christ at home, in school, and in the community.

Human Dignity: We help students to appreciate and respect others in our world. They will understand that God is the source of life from whom we come and to whom we will return.

Academic Excellence: We provide a well-rounded college preparatory curriculum. This will be accomplished in a framework of moral, ethical and spiritual growth encouraging and promoting independent thinking and problem-solving.

Development of Vocations: We provide opportunities that support and nurture religious and secular vocations. Through programs and in-depth presentations, students will see all aspects of career choice development open to them.

Overall Role of the Principal

Job Title: High School Principal
Starting Date: July 1, 2023
Reports To: Superintendent of Catholic Schools
FLSA Status: Exempt
Salary is competitive and commensurate with qualifications.

Appointed by the Superintendent, the Principal serves as the chief administrator for the school, providing leadership and vision and ensuring superior quality in the curricular, co-curricular, and administrative programs toward attainment of the school's mission. A practicing Catholic in good standing with the Roman Catholic Church, the Principal upholds and models a moral code consistent with the teachings of the Roman Catholic Church and the mission of the school. As primary educational leader, the Principal encourages an environment for faculty and administrators to create a superlative and rigorous academic program through which students prepare themselves for higher education. As well, the Principal bears ultimate responsibility for the integration and implementation of faith programming for both students and faculty. The Principal coordinates the program of supervision and evaluation of the faculty and is responsible for the successful day-to-day operation of the school through effective delegation of responsibilities to the appropriate faculty and staff.

Major Duties and Responsibilities (Essential Functions)

1. Ensures the school upholds the teachings of the Roman Catholic Church
2. Ensures all personnel uphold Diocesan and school policies
3. Ensures all personnel and programs achieve the mission, goals and objectives of the school
4. Oversees the development of all curricular and co-curricular programs through direct reports
5. Oversees the supervision and evaluation of all personnel
6. Oversees school finances
7. Oversees communications, enrollment management, and fundraising through direct reports
7. Serves as principal representative for students and their parents
8. Serves as principal representative to all external entities
9. Assists in the development, coordination, and execution of the school's strategic planning
10. Any and all other duties required or assigned to ensure the successful operation of the school

Required Knowledge and Ability

1. Practicing Roman Catholic
2. Master's Degree
3. At least three years of successful teaching experience, preferably in a Catholic school
4. At least three years of successful administrative and supervisory experience, preferably in a Catholic school
5. Teaching Credential in State of Florida or reciprocal state
6. Administrative Credential in State of Florida or reciprocal state
7. Excellent written and oral communication skills
8. Excellent public speaking skills
9. Exceptional problem-solving, analytical and process/project skills
10. Strong inter-personal skills; effective in working with a wide variety of internal and external constituencies
11. Ability and willingness to work evening and weekend events
12. Ability to lift 30lbs unassisted

St. John Paul II Catholic High School

A large part of our mission here St. John Paul II Catholic High School is to sharpen minds, shape hearts, and help students encounter Christ. To that end, our greatest spiritual responsibility is to prepare each of our students while they are here as a part of the St. John Paul II Catholic High School family for heaven and eternal life.

It is our goal to provide each student with a strong spiritual and academic foundation, surrounding them with an environment that reflects the very best of our Christian community and values. We do more than just prepare our students for tests in the classroom – we prepare them to succeed in whatever vocation or career they choose to enter.

Our Theology curriculum is structured around our Christian and Catholic Faith. With our focus on academics and faith, our school provides a disciplined and focused environment which helps students strive for excellence in and out of the classroom continuing on after graduation. In addition, our students continuously support the greater Tallahassee community and surrounding areas through service and leadership roles. Our students stand as bright lights in our culture representing St. John Paul II Catholic High School as positive role models and disciples of Christ.

Our goal is to answer our patron, St. John Paul II's challenge, "Young people, let yourselves be taken over by the light of Christ, and spread that light wherever you are."

The Chapel at St. John Paul II Catholic High School

The Chapel located on our campus was founded in August 2000 as a part of St. John Paul II Catholic High School. In July 2022, the St. John Paul II Catholic Chapel was established as an official quasi-parish within the Diocese of Pensacola-Tallahassee with Rev. James Thomas Dillon appointed as Parish Administrator. The Chapel is the newest parish within the Eastern Deanery of the Diocese of Pensacola-Tallahasse presided over by the Most Reverend Bishop William A. Wack, CSC. Since its inception, the Chapel community has grown to over one-hundred families as registered parishioners. Our students as well as graduates at St. John Paul II Catholic High School are involved in ministry serving not only on our school campus, but within our parishes across our local deanery and within the entire Diocese.

About our Faculty

2 CURRENT FACULTY ARE GRADUATES OF SJPIICHS

TEACHER'S AVERAGE NUMBER OF YEARS EXPERIENCE **11.8**

10 # OF ADVANCED DEGREES INCLUDING 2 PHDS

AVERAGE CLASS SIZE **14**

9:1 STUDENT TO TEACHER RATIO

At St. John Paul II Catholic High School, we are proud of our family environment. Many of our current faculty, staff and administration have had children or siblings that have graduated from our school. We offer a supportive and caring environment for our entire school community. Our longest tenured teacher is in her 14th year here at SJPIICHS.

WHO WE ARE

ST. JOHN PAUL II CATHOLIC HIGH SCHOOL IS...

CATHOLIC | DIVERSE | ACTIVE & MULTIFACETED | SECURE | COLLEGE PREPARATORY

201
STUDENTS
2022-2023
SCHOOL YEAR

20
OF SCHOOLS
THAT OUR
STUDENTS CAME
FROM LAST YEAR

34
FACULTY &
STAFF MEMBERS

15
SPORTS TEAMS

63%
OF STUDENTS
ARE CATHOLIC

22
STUDENT LEAD
CLUBS

FULLY
ACCREDITED
THROUGH THE
FLORIDA
CATHOLIC
CONFERENCE

IN OUR
21ST
YEAR

Class of 2022 :

35 graduates
100% graduated
97 % continuing education or entering military
SAT: 1035
ACT: 21

Florida Academic Scholars: 6
Florida Medallion Scholars: 12
service hrs. completed: 6683
Average scholarship amount (academic and athletic) offered to graduates: $30,770

Tallahassee , FL

Florida's Capital City

Tucked away in the beautiful community of Southwood on Tallahassee's Southside, St. John Paul II Catholic High School sits on 33 acres. Southwood community offers over 1,000 acres of green space, a 123 acre lake, and numerous trails for hiking and biking. Right here in Southwood there are also delicious dining options, multiple schools, golf club and wonderful community events.

The greater Tallahassee area is known for it's beautiful topography. Rolling hills, grand live oaks, canopy roads and over 742 miles of hiking, biking, kayaking and running/walking trails in our area. Other Tallahassee offerings include shopping in one of our many local shops, dining on exceptional cuisine, taking a guided tour through historic sites & and our Capital building, admiring local art and much more.

Tallahassee is just a short 22 mile drive to the Gulf of Mexico. Tallahassee's location in the Florida panhandle makes it a quick and easy commute to some of the most beautiful destinations in the US.

- Tallahassee 2022 Population (within city limit) - 198,758
- Greater Tallahassee Population - 292,817
- Tallahassee City Area - 103 square miles
- 8th Largest City in Florida
- Leon County Median Age - 31
- Tallahassee's Cost of Living is 4% Lower than the National Average
- Median Income - $29,023
- 231 Sunny Days Per Year (average)
- Home of Florida Agricultural and Mechanical University & Florida State University
- Tally has Florida's most educated population

Well- qualified applicants should forward a letter of interest and curriculum vitae to Donna Bass in the Diocesan Office for Catholic Schools:

principalsearch@ptdiocese.org

The position will remain open until filled.

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St. John Paul II Catholic High School is a ministry of the Diocese of Pensacola-Tallahassee.

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