

Job Title: Principal for 2026-2027 SY

Location: St. Mary's Catholic School – Albuquerque, NM

Reports To: Pastor of Immaculate Conception Catholic Parish, Rev. Steve E. Rosera

About St. Mary's Catholic School

St. Mary's Catholic School is a vibrant, well-established community and the only dual-language Catholic school in New Mexico. Recognized as a Top Workplace for six consecutive years, we pride ourselves on being a school of inclusion, serving a diverse student body of over 220 students. Our mission is rooted in the rich traditions of our Catholic faith and the unique cultural heritage of New Mexico. With a dedicated staff of 40+ strong systems in place, and a supportive parish, we are looking for an experienced, visionary leader to guide our school into its next chapter.

The Role

The principal serves as the spiritual and academic leader of the school. This individual is responsible for fostering a community of faith, ensuring academic excellence within a dual-language framework, and managing the day-to-day operations of a complex, inclusive educational environment.

Key Responsibilities

- **Spiritual Leadership:** Model and integrate the Catholic faith into all aspects of school life; foster a culture of prayer and service.
- **Academic Excellence:** Oversee curriculum and instruction, with a specific focus on maintaining and enhancing the dual-language program and our commitment to being a school of inclusion for students with special needs.
- **Operational Management:** Oversee and maintain the school budget and facilities to ensure a safe, sustainable, and thriving environment.
- **Strategic Planning:** Ensure the current strategic plan is fulfilled as well as create the next plan to continue to move the school forward
- **Personnel Leadership:** Lead, mentor, and evaluate a dynamic team of 40+ teachers, educational assistants (EAs), and support staff.
- **Collaborative Partnership:** Work closely with the Director of Advancement to ensure the school's growth, the parish community, the pastor of Immaculate Conception Catholic Parish, and the School Consultative Council.
- **Community Engagement:** Represent the school within the Albuquerque community, honoring New Mexico's unique culture and the vital role of the Church.

Qualifications & Requirements

- **Faith:** Must be a practicing Catholic in good standing with the Catholic Church.
- **Education:** Master's degree in Education, Educational Leadership, or a related field (with a strong emphasis on leadership skills).
- **Experience:** Proven leadership experience in an educational setting, minimum 5 years.
 - Experience or deep understanding of **dual-language education** is highly preferred.
 - Demonstrated ability to manage budgets and school facilities.
 - Experience working with students with special needs in an inclusive environment.
- **Cultural Competency:** A profound understanding of New Mexico's culture and the intersection of local traditions with the Catholic faith.
- **Communication:** Exceptional interpersonal skills to lead a "Top Workplace" team and engage with a well-established parent and parish community.
- **Language:** Biliterate in English and Spanish preferred

How to Apply

Qualified candidates are invited to submit a **cover letter** and **resume** to Rev. Steve Rosera, pastor of Immaculate Conception Parish at: srosera@iccabq.org as well as complete the administrator application of the Archdiocese of Santa Fe found here:

files.ecatholic.com/11894/documents/2023/6/AdminappLettersize.pdf?t=1686928534000.

Please apply by March 15, 2026, if interested.