



# Candidate Profile: Principal

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**SEATTLE PREPARATORY SCHOOL**  
**Seattle, WA**

Start Date: July 2026 or negotiable

**Seattle Preparatory School is a Catholic, Jesuit college prep school. We embrace the Ignatian ideals that God may be found in all things, that each person is sacred and that we are created to serve others in community. Our mission is to form discerning, transformational leaders who are intellectually competent, spiritually alive, open to growth, loving and committed to justice.**

## MISSION AND VISION

Seattle Preparatory School has served the greater Seattle community since 1891 and embraces a legacy of excellence that spans 475 years of Jesuit education.

As one of 2,899 schools in the worldwide Jesuit Schools Network, Prep is proud to offer its students a Jesuit education known for its emphasis on intellectual rigor, moral and ethical development, and the holistic formation of individuals. We educate students to be discerning, transformational leaders, by teaching them how to make informed critical decisions and how to serve others in how they approach some of the biggest challenges of our times.



Prep's rigorous academic program is guided by its Graduate at Graduation, (Grad @ Grad), and instruction in the classroom reflects the Ignatian Pedagogical Paradigm. You can learn more about Jesuit education at [jesuitschoolsnetwork.org](http://jesuitschoolsnetwork.org).

While staying true to its roots, Prep also continues to look toward the future. The current strategic plan - Together We Rise. Together We Lead - lays out a vision for the future of Prep focused on three key investments: People, Programs and Perpetuity.

At the heart of the mission and the strategic plan are students. Nearly 800 students from 64 zip codes and over 100 feeder schools attend Prep; 39% are students of color. The school awards \$3.3 million in financial aid annually to help ensure that qualified students, regardless of background, are able to attend and benefit from a Prep education.



# ABOUT SEATTLE PREP

Seattle Prep balances a well-rounded student experience outside the classroom with a dedication to academic excellence. The average class size is 22+ and the student to faculty ratio is 11:1. 99% of students attend 4 year universities following graduation.

The community at Prep is vibrant. Some of the activities that create the active community include:

- 45 athletic teams; 86% of students participate in athletics
- 300+ co-curricular options
- More than 35 club offerings
- Three annual theatre productions
- Six Christian Service immersion opportunities
- Seven retreat opportunities.

The campus is comprised of five buildings on five acres in the north end of the Capitol Hill neighborhood of Seattle.

A focus on community and belonging is a core characteristic of Prep's Catholic, Jesuit identity. Prep recognizes the sanctity of each individual as one created in God's image and values the many and varied ways God's Spirit animates a vibrant, pluralistic Ignatian school culture.

Prep actively strives to support community and belonging in its student population through:

- *Curriculum and Instruction:* The Learning Resource Center supports students with diagnosed learning differences and mental health challenges, as well as those on concussion protocols or returning from long-term absences.
- *Programs:* Affinity groups, social justice clubs, and assemblies are part of the student experience at Prep.
- *Accessibility:* The Kathy Krueger Student Support Fund provides resources for students who receive tuition grants to cover incidental costs, so they can fully experience a Prep education.

## Academics at Prep

Prep's curriculum places emphasis on collaboration, deep understanding of content, analysis, synthesis, and application of what is learned. An example of Prep's approach to teaching and learning is *Collegio*. A team-taught, interdisciplinary course, *Collegio* is a required course in 9th-11th grades and fulfills English, Social Studies and Theology requirements. Participation in Model UN is a defining part of the *Collegio* experience.

Prep offers over 100 courses, including 18 AP offerings, German, Mandarin Chinese, and Spanish language courses, and unique courses aligned with its Jesuit identity.



# THE PRINCIPAL'S ROLE

As the instructional and co-curricular leader in a school with the President-Principal model, the next principal will focus on enhancing Seattle Prep's strong academic program, leading the administrative leadership team of eight direct reports, and ensuring that the overall student experience exemplifies the Ignatian educational philosophy and values of Prep. They will oversee the day-to-day operations of the school, reporting directly to the President.

## Qualifications of a Successful Candidate

- A practicing Catholic who can model and animate faith in the school community
- Minimum of 5 years in an administrative leadership role
- Master's degree (required) or a combination of education and experience sufficient to perform the essential functions of the job
- Experience in a Jesuit institution is a plus

The Principal will need to combine strategic vision with emotional intelligence. The role requires the ability to build trust, nurture relationships, and lead with both heart and clarity. Candidates should have experience providing leadership in the areas of:

- Academic excellence and innovation,
- Communication and relationship building,
- Implementation of a strategic plan.





# BENEFITS OF WORKING AT PREP



## Compensation

The principal will earn an annual salary in the range of \$215,000 - \$235,000. Additionally, Seattle Prep offers an outstanding benefits package, including an allowance of \$20,100 annually which may be applied to benefits including medical, dental, vision, life, disability insurance, and flexible spending account. Employees who do not elect insurance may choose to receive the benefits allowance as supplemental pay. Prep's 403b program includes up to a 7.5% employer contribution when employee match considerations are met. Tuition remission, generous time off, sick leave, and a school sponsored medical leave program are also significant parts of the benefits package

## Working in Seattle

Working at Prep means living and working in one of the fastest growing cities in the US. Seattle has a population of about 800,000, with two out of every five Seattle residents being a person of color. Seattle is known for world class museums, such as the Seattle Art Museum and the Museum of Flight; outstanding performing arts organizations and venues, including the Pacific Northwest Ballet and Seattle Opera; an exciting food scene that includes diverse restaurants and local breweries; and access to professional sports teams from the NFL, NHL, MLS, WNBA and more.

And of course, the beauty of the natural landscape sets Seattle apart from other major US cities. Seattle is situated between the Puget Sound and Lake Washington and offers views of the Olympic and Cascade mountain ranges. Seattle's mild climate makes outdoor activities ranging from kayaking, hiking, and skiing available year round.

# APPLICATION PROCESS

## How to Apply

Applications are due November 14, 2025. Please submit, as one pdf:

- a cover letter
- resume
- one-page essay (12pt, single-spaced) responding to one of the following prompts:

1) The Jesuit charism defines Seattle Prep. What do you know about Jesuit education? How would the Jesuit charism inform your leadership?

2) Seattle is known for innovation. Describe a time you helped to create or lead a significant innovation in a school. What led to the innovation and what was your role in determining the approach, implementing the change and measuring results?



Interviews will take place in late November through mid January. The anticipated start date for this position is July 1, 2026 (negotiable).

Lester Consulting Group, Inc. of Sacramento, CA has been hired to facilitate the search process. Inquiries and applications may be directed to:

Courtney Kassakhian,  
Executive Search Consultant  
Lester Consulting Group, Inc.  
[ckassakhian@lcginc.net](mailto:ckassakhian@lcginc.net)  
M: (323) 252-7019

## Statement of Nondiscrimination

Seattle Preparatory School does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation or any disability which can be reasonably accommodated in the administration of its educational policies and school administered programs. If you would like an accommodation in the hiring process, please reach out to Employment Services.