



Monsignor Bonner & Archbishop Prendergast Catholic High School

Principal

Drexel Hill, PA

<https://www.bonnerprendie.com/>

THE INSTITUTION

Monsignor Bonner & Archbishop Prendergast Catholic High School (Bonner & Prendie) is a co-ed Catholic high school located in Drexel Hill, Pennsylvania and part of the Archdiocese of Philadelphia. Guided by time-honored traditions and a dedication to serve others, Bonner & Prendie serves a growing diverse community, providing a holistic faith based secondary education grounded in the teachings of Jesus Christ and the Gospels. Bonner & Prendie provides a rigorous academic program, innovative classroom experiences with a passionate student body, all on a 45-acre campus overlooking the Philadelphia skyline. The curricular and co-curricular programs and activities are developed with the focus on student learning in the 21st Century. Bonner & Prendie strives to enrich the lives of their students with the values and skills necessary to navigate the ever-changing world.

For additional information, please visit their website at <https://www.bonnerprendie.com/>.

THE POSITION

Reporting to the Superintendent of Secondary Schools and the President of Bonner & Prendie, the Principal has both the authority and responsibility for the school's academic success and continuous improvement along with our mission of fostering a safe and caring environment that produces future leaders.

Specific Responsibilities

- **Catholic Identity:** Responsible for fostering and role modeling a culture of academic excellence and Gospel values. Advances a spirit conducive to prayer and study across the school community.
- **Leadership:** Provides personal and visible leadership to all members of the learning community and seeks continuous school improvement in a student-centric environment. The Principal ensures equity in educational opportunities, supports academic programs and enhancements, and demonstrates a strong commitment to 21st century learning and awareness while providing a safe, rigorous, relevant, quality education for all students.
- **Academic Affairs:** The Principal is the curriculum and instructional leader. The Principal also designs the academic program of the school ensuring program enhancement using the most current research and best practices available to education; provides for the teaching assignments of the teachers, requisitions instructional materials and equipment, and approves the master roster for the school. Inspires and coaches teachers to excel in their respective area of expertise.
- **Student Affairs:** Oversees the successful implementation of all student activities in providing co-curricular opportunities for students. Student leadership development is key and crucial in the school environment.
- **Student Services:** Provides for the student-centric climate; enforcement of the local school code of conduct, for the availability of guidance and counseling services, and for the delivery of other services that are offered to students. Provides leadership, life and social emotional learning (SEL) opportunities which are essential in today's ever-changing world.
- **Student Admissions:** Along with the President's staff, assists in developing the criteria for admission to the school that are consistent with diocesan guidelines and makes certain that these criteria are consistently utilized in making decisions concerning admissions to the school. Co-coordinates admission process for international students and their agencies.
- **Supervision:** Directs the hiring, supervision, and evaluation of the teaching faculty and support staff; the Principal also provides for the revision of the instructional programs and for continuing staff and professional development.
- **Personnel:** In accord with the protocols approved for religious and diocesan priests, as well as the Labor-Management Agreement, and in consultation with the President of the school, the Principal selects members of the teaching staff, the guidance staff, activity moderators, and support staff.
- **Enrollment and Development Management:** Collaborates with the President and the President's staff in marketing and development initiatives to increase enrollment and retention.
- **Other:** Provides oversight on the continued progress and success of the school's internal strategic plan. Integrates Middle States Association planning with strategic plan.
 - Builds and maintains relationships with higher education institutions and businesses where appropriate to advance academic offerings and gain competitive advantage.
 - Along with the President, provides direction and oversight of the Athletic Director to ensure a vibrant and competitive program.
 - Attends Board of Governors' Meetings and Relevant Committee Meetings.

Qualifications

- Minimum of 5 years of increasingly responsible leadership experience in an educational environment including teaching and administration with a proven track record in achieving academic success. Experience in Catholic school preferred.
- A valid Secondary Pennsylvania Principal's Certificate is desired.
- A faith-filled visionary and a practicing Catholic.
- Dynamic leader with skills in curriculum implementation, instruction, team building, faculty supervision and development, parental engagement, school safety practices, and effective school management.
- Strong skills in time management, decision making, and conflict prevention and resolution.
- Ability to work collaboratively, productively, and positively with faculty, staff, parents and community.
- Ability to promote an environment which fosters high expectations for students, faculty, staff and personally rooted in the teachings of Jesus Christ.
- Ability to monitor student progress and promote student achievement for all students.
- Successful participation in staff and curriculum development activities.
- Demonstrated organizational, supervisory, and delegation skills that will motivate and inspire staff while maintaining accountability, setting high expectations and professional direction.
- Strong interpersonal skills, drive, and integrity with demonstrated ability to build, foster, and maintain positive relationships with both internal and external constituencies, including faculty, staff, board members, volunteers, students, and families.
- Superior public relations and communication skills to express, orally and in writing, Bonner & Prendie's mission, vision, and goals with clarity, passion, and persuasion.
- Proficient in technology and the use of technology in instruction.
- Master's degree required; preferably in educational leadership.
- Must be available to attend events after work hours or on weekends as needed.

The Archdiocese of Philadelphia is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applications without regards to race, color, religion, age, sex, national origin, disability or protected veteran status.

As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment. The Archdiocese of Philadelphia and its entities are Roman Catholic religious organizations, and their employees are expected to respect and conduct themselves in accordance with the values, teachings, and moral of the Roman Catholic Church.

Employment practices will not be influenced by an individual's legally protected status or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.

The Archdiocese offers a competitive salary and benefits package commensurate with experience and education.

Application Procedure

To apply, please submit a resume and cover letter to Tara Sweeney. Before employment can begin, the following requirements must be met:

- PA required criminal and child abuse clearances
- Official transcripts
- Letter of recommendation from the Pastor of the parish in which the applicant is registered



Tara Sweeney, Partner

tsweeney@lambertassoc.com • 610-924-9100

Lambert & Associates

222 S Manoa Road, Suite 201, Havertown, PA 19083

www.lambertassoc.com