

Diocese of Toledo**Holy Trinity Catholic School****Position:** School Principal–Minister**FLSA:** Exempt**Reports to:** Pastor / Local Superintendent

General Summary

The School Principal–Minister serves as the chief academic and spiritual leader of Holy Trinity Catholic School. The principal is responsible for ensuring excellent teaching and learning rooted in Catholic identity, strong faculty performance, and measurable student growth. The effectiveness of the school is directly tied to the principal’s ability to strengthen classroom instruction, develop faculty, and create a culture of high expectations aligned with the mission of Catholic education.

Essential Duties and Responsibilities**Academic Leadership**

- Establishes and communicates a clear academic vision aligned with diocesan standards and Catholic identity.
- Ensures curriculum coherence and vertical alignment across grade levels.
- Monitors instructional quality through regular classroom observation and feedback.
- Conducts formal teacher evaluations and holds faculty accountable to high standards of performance.
- Sets measurable academic goals and regularly reviews student achievement data.
- Ensures effective intervention systems are in place to support all learners.
- Leads faculty in implementing evidence-based instructional practices.
- Protects instructional time and prioritizes decisions that strengthen classroom effectiveness.

Faculty Development

- Recruits, hires, and retains mission-aligned and instructionally strong faculty.
 - Provides consistent coaching, feedback, and professional growth expectations.
 - Establishes a culture of collaboration, professional responsibility, and shared accountability.
 - Addresses performance concerns directly and in accordance with diocesan policy.
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Catholic Mission and Formation

- Ensures Catholic identity is fully integrated into the academic and cultural life of the school.
 - Works closely with the pastor on religious education, sacramental life, and liturgical participation.
 - Models active participation in the life of the Church.
 - Guides implementation and evaluation of the school's catechetical plan.
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Administrative and Strategic Leadership

- Oversees school operations to ensure a safe, orderly, and mission-centered environment.
 - Ensures compliance with diocesan, state, and federal policies.
 - Maintains essential records and required reporting.
 - Develops and recommends the annual budget in collaboration with parish leadership.
 - Aligns financial decisions with academic priorities and long-term sustainability.
 - Maintains strong relationships with families, parish leadership, and the broader community.
 - Supports enrollment growth and school visibility in collaboration with designated leadership roles.
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Knowledge, Skills, and Abilities Required

- Master of education degree in administration or a related field. A minimum of 5 years as a Teacher-Minister in Catholic School.
- Have or be in the process of obtaining an Ohio Administrative Certificate.
- Have or be in the process of obtaining an Ohio Principals Licensure.
- Requires a high level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Must have the ability to develop and maintain positive relationships with employees, parents and students at all levels. Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others.
- Exercises considerable independence and judgment with a high level of confidentiality.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.

- Strong interpersonal, written, and verbal communication skills, including ability to produce clear, concise reports and recommendations and make presentations to varied groups.
 - Catholic School Orientation Program completed or have it completed within the first quarter of employment. Working towards basic religion certification.
 - Must be practicing Catholic in full communion with the Church.
 - Must successfully pass the required background check and all requirements of the Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.
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Leadership Expectations

The principal's effectiveness will be reflected in:

- Growth in student achievement
 - Strength and consistency of classroom instruction
 - Faculty development and retention
 - Clear and visible Catholic identity integrated into daily school life
 - Stability and responsible stewardship of school resources
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Application

To apply for the position, please confidentially send an email to application@htassumption.org with the following documentation as separate PDF attachments.

1. Current resume, including all work- and service-related experiences, dates, and education related to the position.
2. Applicable certifications.
3. Transcripts.
4. Contact information for at least three references.
5. Cover letter including an explanation of your desire to lead Holy Trinity Catholic School, a statement of faith, your educational philosophy, and the ways in which you would be a good fit for the position.
6. Salary expectations

Please note: We will review applications as they come in and continue until a successful candidate is found.