

# *Principal Search Prospectus*



*Visit us on the web at:  
[www.sthelenschoolvero.org](http://www.sthelenschoolvero.org)*

# Mission Statement



## Mission Statement

*The mission of St. Helen Catholic School is to provide a quality Catholic education that incorporates faith, academics, service, and leadership. Students are encouraged to be confident and productive learners who are “making good things happen.”*



## Vision Statement

*St. Helen Catholic School, building on our core strengths – faith, development, reading, writing, and mathematics will forge a new and powerful model of education. This model emphasizes creativity, critical thinking, communication, collaboration, and technology. Special attention will be given to the sciences and STEM education. A St. Helen Catholic School student will be inspired to reach his or her highest potential.*



## Philosophy

*St. Helen Catholic School is dedicated to the education of the whole child as a Catholic and global citizen. With the support of home, church, and community, St. Helen is committed to providing an exemplary education that is academically challenging and empowers students to reach their full potential spiritually, intellectually, physically, and socially.*

# School Profile



## **Accreditation**

*Florida Catholic Conference*

## **School Overview**

*Kindergarten through Grade 8*

*Co-Educational*

*270 Students*

*83% Catholic*

*53.7% Step Up for Students & Financial Aid*

## **Faculty and Staff**

*32 in total*

*81% Catholic*

*27 full time, 5 part-time*

*23 Faculty 10 Advanced Degrees*

*2 School Counselors*

*1 full time School Resource Officer VBPD*

## **Catholic Identity**

*Religion K-8*

*Faith Integrated throughout all Curricula*

*Weekly School Mass*

*School Prayer Daily*

*Altar Server program Grades 4-8*

*Stations of the Cross*

*Monthly Confession*

*Sacrament Preparation*



## **Academic Program**

*K – 5 Self-Contained Classrooms*

*6 – 8 Middle School Model*

*1:1 iPad Program K – 8*

*High School Level Algebra 1 & Spanish 1*

*Advanced Middle School Program*

*Spanish Program K – 8*

*Sadlier Math*

*K-2th Open Court Reading*

*3-5th Journeys Reading*

*6-8th Collections Reading*

*Voyages Grammar Curriculum*

*K-5th STEMscopes Science Curriculum*

*6-8th Florida Science Comprehensive Course*

*Diagramming in Language Arts Curriculum*

*Cursive Handwriting*

*Math Superstars Grades 1 – 5*

*Accelerated Reader Program*

# *The Role of Principal*



- ***Job Title: Elementary Principal***
- ***Starting Date: July 1, 2022***
- ***Reports to: Pastor***
- ***FLSA Status: Exempt***

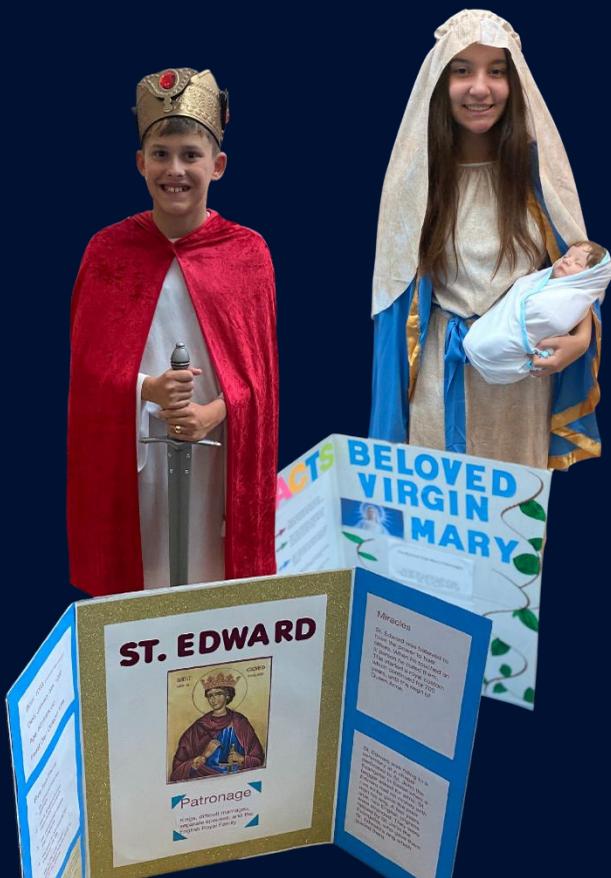
## ***Purpose of Job:***

*Appointed by the Pastor, the Principal serves as the chief administrator for the largest and most important ministry of Saint Helen Catholic Parish, providing leadership and vision and ensuring superior quality in the curricular, co-curricular, and administrative programs toward attainment of the school's mission of educating missionary disciples of Jesus Christ.*

*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 parish and school.*

*As primary educational leader, the Principal encourages an environment for faculty and staff to create a superlative and rigorous academic program through which students prepare themselves for future studies. 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 academic and business components of the school through effective delegation of responsibilities to the appropriate faculty and staff.*



# Major Duties and Responsibilities



1. Implements the Pastor's vision for the school as a ministry of the parish
2. Serves as a member of the Pastor's *Parish Leadership Team* with a regular commitment in assisting in the overall leadership and vision of the parish
3. Maintains a visible presence in the parish church community and works with parish leadership collaboratively on important initiatives
4. Ensures the school upholds the teachings of the Roman Catholic Church
5. Ensures all personnel uphold Diocesan and school policies
6. Ensures all personnel and programs achieve the mission, goals and objectives of the school
7. Oversees the development of all curricular and co-curricular programs through direct reports
8. Oversees the supervision and evaluation of all personnel and other human resource matters
9. Oversees school finances, the budgeting process, and proper maintenance of facilities
10. Oversees communications, enrollment management, and fundraising through direct reports
11. Serves as principal representative for students and their parents
12. Serves as principal representative to all external entities
13. Assists in the development, coordination, and execution of the school's accreditation and strategic planning processes
14. Attends all Diocesan Principal meetings and fully participates on Principal committees at the direction of the Superintendent
15. Any and all other duties required or assigned to ensure the successful operation of the school



# Evaluation and Qualifications



## **Evaluation:**

- *The Pastor will evaluate the Principal each year.*
- *The evaluation will be based on diocesan policy and the duties and responsibilities outlined on the formal job description/contract.*
- *Information for the evaluation will be gathered from the administration, faculty, and staff of St. Helen Catholic School.*

## **Minimum Qualifications:**

*The Principal will be a dynamic, energetic leader who facilitates learning, growth, and collaboration both inside and outside the classroom. The Principal will be a practicing Catholic who holds a genuine commitment to Catholic education and the ability and willingness to relate well to students and members of the school community and to interact with them regularly. The Principal must be open to new ideas and able to effectively implement policies and programs that further the school's mission.*

*The Principal must have the ability to obtain administrative certification in the State of Florida and hold a minimum of a Master's degree in an education-related discipline. The Principal must have a successful background in teaching and leadership/administrative experience in a school setting. The Principal must understand, embrace, and be able to articulate the mission and vision of Catholic education. It is important that the Principal create a collaborative, positive, and inclusive environment conducive to open communication.*



# Vero Beach Indian River County



*Vero Beach and Indian River County have a friendly, unpretentious atmosphere. Centrally located 70 miles south of the Kennedy Space Center and 135 miles north of Miami, our 543 square miles contain beautiful beaches, citrus groves, and lovely oceanfront and riverfront communities.*

*Over 140,000 people reside in Indian River County. We enjoy a climate moderated by the warm tropical waters of the Gulf Stream. Balmy winters combine with the summer's fresh ocean breezes to keep the average temperature a delightful 73 degrees, allowing residents to swim, golf and play tennis all year long. And, our 26 miles of unspoiled beaches, serene waterscapes of the Sebastian and Indian Rivers, and miles of pristine woodlands and fields provide an endless array of recreational adventures.*

*Our unique setting includes an emphasis on low scale buildings, public beach access, many community amenities, protection of our Indian River estuary and the environment. Our area is free from urban sprawl and congestion while offering the ideal setting for living life to its fullest.*

*Credit given to Census Bureau and Indian River County Chamber of Commerce*

## *Facts and Figures:*

- *County Population (2020): 161,001*
- *Municipalities 5*
- *Median Age (2020): 53.4*
- *Median Household Income (2015-2019): \$54,740*
- *Number of Companies (2007): 4,409*
- *The average commute time is 21.1 minutes.*
- *The Vero Beach area averages 232 sunny days per year.*
- *Historically, agriculture and tourism were the county's largest industries. These are now complimented by an increasing number of firms in the healthcare and professional/scientific industries.*



# Search Process



*This position will be open until filled.*

*Interested applicants should forward the following documents to Gary Gelo, Superintendent of Schools, Diocese of Palm Beach:*

- 1. Letter of Interest*
- 2. Curriculum Vitae*
- 3. Completed School Administrative Application Diocese of Palm Beach*

*Download at:*

*[www.diocesepb.org/employment-center/employment-applications.html](http://www.diocesepb.org/employment-center/employment-applications.html)*



**St. Helen Catholic School**

**CATHOLIC SCHOOLS**

Diocese of Palm Beach

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