



Saint Joseph Catholic Church
331 North Thoman Street
Crestline, Ohio 44827
419-683-2015
www.stjosephcrestline.org

**St. Joseph Catholic School in Crestline
seeks a full-time Catholic Elementary School Principal**

Position Summary: This individual will administer the school and all facets of its instructional program, including co-curricular activities; supervises all certified and non-certified staff assigned to the building facility; provides leadership in establishing expectations for student attendance, conduct and learning performance.

Academic/Professional Requirements:

- Bachelor's Degree (preferably in Education or Administration)
- Qualify to be credentialed through the Ohio Department of Education
- Principal experience preferred
- Successful teaching experiences at the elementary level
- Understanding of Catholic Theology and Philosophy of Catholic education
- Understanding of current technology and various online platforms with the Ohio Department of Education
- Experience with school finance/budget requirements and government programs
- Proficient in Microsoft Office (Word, Excel, etc.)
- Evidence of continuing education
- Three letters of recommendation pertaining to qualifications
- Leadership and Administration experience preferred

Personal Requirements:

- Practicing Catholic
- Personal philosophy, value and lifestyle which are consistent with a position of leadership in a Catholic school
- Ability to work collaboratively with parish administration, faculty, staff, parents and parish organizations
- Ability to maintain consistent, positive discipline, respecting each person as well as an appreciation of cultural differences
- Ability to articulate and implement a vision for the school in areas of curriculum, outreach and technology
- Ability to create an atmosphere of welcome and open dialogue

Note: According to ORC Section 3319.22 a criminal background check and fingerprinting will be required for hiring.

Interested candidates may submit a cover letter, resume and three references to:

Joann Palm, Business Manager
331 N. Thoman St., Crestline, OH 44827
jpalm@stjosephcrestline.org