



*St. Mary of the Assumption*

*Catholic School*

▪ 611 Jennings Road ▪ Van Wert, OH 45891

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Visit School Website [www.stmarysroyals.org](http://www.stmarysroyals.org)

### **Principal Prospectus 2025**

St. Mary of the Assumption Catholic School in Van Wert, Ohio is seeking a faith-filled, mission-driven, highly qualified Elementary School Principal-Minister to lead their Kindergarten+ through Grade 6 elementary school. St. Mary of the Assumption Catholic School is rooted in the rich tradition of Catholic education, committed to academic excellence, character formation, and a vibrant spiritual life.

In this role you will serve as the educational, spiritual, and community leader of the school, overseeing daily operations, advancing Catholic education, and cultivating a faith-centered environment that nurtures academic excellence and personal growth. As a lay minister, the principal collaborates closely with the parish pastor, school advisory council, faculty, and key stakeholders to implement strategic initiatives that strengthen the school's mission. Representing the Diocese of Toledo, the Principal-Minister ensures the integration of Catholic teachings, values, and doctrine into all aspects of the school's culture and curriculum. This role presents a dedicated Catholic educator with the opportunity to uphold and enhance a legacy of excellence while fostering a vibrant, faith-filled learning community.

The elementary school principal is hired by the pastor and accountable to him and is advised by the School Advisory Council (SAC). The principal is expected to abide by the established policies and procedures of the Diocese of Toledo, the Office of Catholic Schools, and the directives of the Superintendent of Catholic Schools. The principal participates in the annual performance review defined by the Office of Catholic Schools.

### **Essential Responsibilities**

The principal serves the school in a professional manner and acts in accordance with Catholic doctrinal and moral teachings. The principal ensures that the school is integral to the mission of evangelization of the parish/diocese by giving witness to Gospel living, spiritual and educational development, and a deepening of the faith in all members of the local community.

## **Catholic Identity and Culture**

- Promotes and facilitates an environment which fosters the Catholic identity of the school.
- Ensures that the faculty is well established, able to teach and witness to the Catholic faith, and meets all catechetical requirements.
- Fosters a positive, welcoming school culture that encourages Christian treatment and communication amongst all individuals.
- Provides a safe and secure Catholic environment
- Encourages active participation of individuals in prayer, liturgies, service, and the greater life of the parish.
- Promotes parent/guardian partnerships in advancing the mission of the school and the ministry of Catholic education.
- Models' professionalism and Catholic values.

## **Academic Excellence**

- Ensures all students are engaged in age appropriate and rigorous academic learning.
- Ensures that instruction meets diocesan and state standards.
- Oversees the recruitment, onboarding, professional development, mentorship, and evaluation of all teachers and staff.
- Develops and implements school improvement goals in alignment with the St. Mary of the Assumption Catholic School Continuous Improvement Plan (CIP).
- Ensures that all school programs and activities reflect the mission of the school.
- Coordinates curriculum and schedules that align with the Diocese of Toledo and Ohio Standards.
- Ensures accuracy of student performance (through various forms) and that assessment data is utilized to promote quality teaching and learning.
- Fosters practices to ensure quality learning for students of diverse backgrounds, including various socio-economic groups, students with defined learning needs, and English language learners.
- Oversees co-curricular activities (extended school day, sports, activity clubs) ensuring that the programs are compliant with local and diocesan policies.

## **School Viability**

- Ensures that the school meets all compliance requirements set forth by the diocese and any/all other relevant agencies, e.g. Ohio Department of Education, the Ohio Department of Health, School Choice Ohio, etc.
- Works with a local business manager to develop, implement, and monitor the school budget.
- Works with the local business manager to implement scholarship programs and the diocesan financial aid tool.
- Constructs and implements a targeted marketing and enrollment plan for the school.
- Collaboratively works with the Pastor, School Council, and Finance Council in formulating school policy and supervises implementation of approved policy in the school.
- Maintains regular, ongoing, and appropriate communication with School families, while cultivating a positive public relations environment.

## **General Administration**

- Develops appropriate handbooks for school families and school staff.
- Participates in key administrative duties, including but not limited to accreditation, fundraising, E-Rate, and the EdChoice scholarship program
- Ensures the presence, quality, and functionality of the local school advisory council.
- Maintains a positive relationship and open lines of communication with the pastor and school staff.
- Proactively and appropriately resolves conflicts, including student disciplinary actions, in accordance with the school handbook, diocesan policy and guidelines, and our Catholic values.
- Ensures that all staff and volunteers adhere to archdiocesan child protection policies.
- Identifies, encourages, and mentors future school leaders.
- Maintains accurate local files and records for each student and employee.
- Ensures the school environment is safe, clean, and healthy.
- Annually creates, monitors, and reviews professional development goals of all elementary faculty and staff in alignment with the St. Mary of the Assumption Catholic School continuous improvement plan, Ohio Department of Education guidelines, and the policies and expectations of the Diocese of Toledo Education Department.
- Attends diocesan and local meetings, as required.

### **Application Requirements**

- A minimum of a Master's degree in Education, Educational Leadership, or Educational Administration from an accredited institution.
- A minimum of five years of teaching experience at an accredited school with a minimum of two years teaching experience at the elementary school level.
- A minimum of three years of school administration experience (can be concurrent to teaching experience) or must be able to successfully complete the Principal License in the areas in which the applicant has successfully completed two years of teaching experience under a standard or professional teaching license or an approved alternative pathway option to the Principal License.
- Successfully completed and passed the Ohio Assessment for Educators (OAE 015) or an approved alternative pathway option.
- Must be a practicing Roman Catholic in good standing.
- Must have (or be able to successfully obtain within the first year of hire) a religious certification to support a Roman Catholic education; e.g. a basic certification in religious education, catechist certification, national certification for catechetical leaders or a diocesan religious education certificate. A Master's degree in Theology or Religious Education supersedes this certification.
- Must successfully complete the Diocese of Toledo Compliance requirements and FBI/BCI Background Check.
- Must be able to work some weekends and evening hours according to the school event schedule.
- The highly preferred candidate will possess strong interpersonal, organization, and leadership skills.
- Must provide a minimum of two letters of recommendation outlining how the candidate meets the outlined requirements for the role.

The salary for this role will be aligned with the successful candidate's education, experience, and diocesan guidelines.

Interested parties may submit their cover letter, resume, and at least 2 letters of recommendation to Father Chris Bohnsack via email at [info@stmarysvanwert.com](mailto:info@stmarysvanwert.com) or mail to 601 Jennings Rd. Van Wert, Ohio 45891 by June 13, 2025.