



SAINT CECILIA CATHEDRAL SCHOOL

"Higher education starts here"



Leadership Opportunity

Principal

2017-2018

The Position:

St. Cecilia Cathedral School in Omaha, Nebraska seeks a dynamic principal to begin work on **July 1, 2016.**

Founded in 1907 by the Sinsinawa Dominican Sisters, St. Cecilia Cathedral School exists to teach and live the Catholic faith within a nurturing family-like community, teaching reverence for life and respect for all, where each student's academic potential is fostered.

St. Cecilia Cathedral School is a Pre- Kindergarten through Eighth Grade Catholic School. The principal is the main supervisor and administrator of the school. Improvement of the total Catholic educational setting is his or her main task. The principal's duties include, but are not limited to:

- Maintain and support the vision and mission of St. Cecilia Cathedral School.
- Understand the cherished history of St. Cecilia Cathedral parish and school, and embrace the many gifts that alumni and supporters have to offer.
- Manage the day-to-day operation of the school.
- Provide leadership, guidance, and direction to all faculty and staff.
- Coordinate the marketing and recruitment efforts for the school to maintain and grow student enrollment.
- Ensure the constant promotion and enhancement of the school's Catholic identity.
- Supervise student discipline with a working knowledge of DWP principles.
- Lead process of developing and implementing the Strategic Plan, School Improvement Plan, and School Accreditation.
- Ensure a strong academic program with attention to curriculum planning, assessment, and data collection along with data analysis.
- The Principal is accountable to the Archbishop of Omaha through the Superintendent of Schools and to the Pastor at St. Cecilia Cathedral.
- Communicate with all stakeholders on a regular basis to include: Board of Education, Catholic Schools Office, Home and School, Activities Booster Club, Comedy and Cuisine Chairs, building maintenance, parents, rectory staff, and Pastor.
- Monitor Special Needs Services to include Title I, Resource, Speech, and Guidance Counselor.
- Ensure compliance with all laws, policies and regulations for the state and the Archdiocese.
- Hire, supervise and evaluate faculty and staff, as well as provide regular professional development.
- Maintain Safe Environment requirements.
- Create schedule for school year and the school day.
- Be a spiritual leader for the school and St. Cecilia Community.
- Seek and secure financial and physical resources through grant acquisitions.
- Support and promote technology development through the school and school community.

Academic Excellence

St. Cecilia Cathedral School is the only Omaha grade school that has received the Creighton Presidential Medallion Award. This prestigious award highlighted our stable leadership, high academic standards, strong parental involvement, and unwavering commitment to the Gospel for over 100 years.



In 2007, St. Cecilia Cathedral School was one of two schools in Nebraska to receive the National Blue Ribbon Award for Excellence from the U.S. Department of Education.



In 2006, St. Cecilia Cathedral School was one of two to school to win the Nebraska Arts Council and the Kennedy Center's first-ever Creative Ticket Schools of Excellence Award for its excellence in music, art, and drama.

Special Features at St. Cecilia Cathedral School

- ✓ Tuition and parish subsidized budget
- ✓ Active Home & School Association and Activities Booster Club
- ✓ Boys & Girls Scouts Programs
- ✓ Safe Environment program
- ✓ Service learning experiences
- ✓ Before and after school extended care program
- ✓ On-campus childcare for 6 weeks old to five years old
- ✓ AdvancED Accredited School
- ✓ United States Department of Education Blue Ribbon School Award Winner
- ✓ On-site Speech/Language, Occupational and Physical Therapy & Title 1 services through OPS
- ✓ Technology computer lab, Apple TV devices as well as mobile device carts.
- ✓ Extra-curricular activities include Robotics, Chess Club, Math Club, Roots and Shoots Club, Coding Club, After-school Spanish, Academic Competitions, Speech, and Band.
- ✓ Parish-sponsored sports program

The Community

St. Cecilia's parish, grade school, and neighborhood remain vital to each other. City and neighborhood leaders make the Cathedral a focal point of the Destination Midtown revitalization effort.

St. Cecilia Cathedral School is an educational institution that provides a quality Catholic education and is a valuable asset to the Omaha Catholic community. The school welcomes students of all ethnic groups, income levels, and religious denominations, sharing and learning in a faith-filled, nurturing environment. For over 100 years, the people of St. Cecilia Cathedral School have supported and nurtured many families and children.

St. Cecilia Cathedral School's mission is *to teach and live the Catholic faith within a nurturing, family-like community. Teach reverence for life and respect for all. Foster each student's academic potential.*

The City

Omaha is the largest city in the state of Nebraska and is the nation's 42nd largest city with a population of 427,872. The greater Omaha metro area has a population of 865,000. Omaha has a strong and vibrant business community and the city is home to five Fortune 500 companies and 10 Fortune 1000 companies. *USA Today* ranked Omaha "eighth among the nation's 50 largest cities in both per capita billionaires and Fortune 500 Companies. No coastal city can claim a ranking as high as Omaha on both lists." In 2008, *Kiplinger's Personal Finance* magazine named Omaha the nation's third best city to live, work and play. Visit www.visitomaha.com to learn more about our beautiful city.

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St. Cecilia Cathedral is the cathedral church of the Roman Catholic Archdiocese of Omaha. Located at 701 North 40th Street in the Gold Coast Historic District, the Cathedral was ranked as one of the ten largest in the United States when it was completed in 1959. It is also listed on the National Register of Historic Places.

The Application Process

The successful candidate will be a strategic thinker, an individual committed to Catholic education who can advance the mission and vision of the school. He/She will be a proven, effective communicator who firmly understands the diplomacy required to work with a varied constituent group. The successful candidate must be able to learn the story of St. Cecilia Cathedral School community and be committed to working in a collaborative environment for the benefit of the students at St. Cecilia Cathedral School.

All applications will remain confidential until semi-finalists are selected for interviews with the Search Committee.

Interested candidates are to submit, electronically, the following materials:

- Cover letter and resume
- Educational Philosophy (One page)
- List of references – References will only be contacted once an applicant has reached semifinalist standing and with permission of the applicant (to preserve confidentiality on the applicant's part)

Materials are to be sent to:

Vickie Kauffold

Director of Standards and Assessments

Archdiocese of Omaha

vkauffold@archomaha.org

