



OPEN POSITION: Principal, Assumption Catholic School (Bellingham, WA)

About Assumption Catholic School

Demographics

Established in 1913, Assumption Catholic School (ACS) is the only Catholic school in Whatcom County, WA, serving the 2,750 weekly Mass attendees and 230,000 residents of the county. ACS's current enrollment is 223 (K-8) and 32 (preschool and pre-K), with one class per grade, excepting a split grade in the rising 6th grade.

Mission

ACS's mission is to help students reach their full human potential, particularly through a relationship with Jesus Christ aided by a rigorous curriculum with diverse enrichment activities.

Strengths and Opportunities

- **Facilities:** Very little deferred maintenance, with full HVAC and window replacements, and partial tuckpointing and bathroom remodels completed in the last 10 years. Similarly with the gym (shared with the parish): full roof replacement and bathroom remodels completed in the last 5 years, with kitchen update in the works. At present, primary facilities work is room-by-room beatification of the school building, with 3 classrooms completed last year and an additional 4 funded and in process.
- **Enrollment:** Experienced a significant enrollment increase (+60 students) during and following COVID. Long-term planning in process to determine how the school might grow to accommodate our wait lists in multiple classes.
- **Accreditation:** The school is in Year 4 of the full 6-year accreditation cycle. During the 2024-25 academic year, the school will be in its self-study year in preparation for the next WCEA accreditation renewal visit during the 2025-26 school year.
- **High School:** The nearest Catholic high school is 70 miles away. A demographic and financial feasibility study is currently in progress to determine if a high school might be built either in Bellingham or nearby Burlington.

For more information about ACS, please visit: www.assumption.school

Position Overview

Desired Characteristics

We are looking for a principal who is:

- Faithful to Jesus Christ and the Catholic Church
- Passionate about the Great Commission of Matthew 28
- Collaborative in working with families, teachers, students, and parishioners to achieve the mission of the school
- Knowledgeable about best practices in Catholic education and administration

Major Duties and Responsibilities

Religious/Spiritual Formation

- Collaborates with the Pastor in implementing the evangelical mission of the school.
- Ensures the development and implementation of an overall learning environment which promotes Catholic faith formation/education, Christian virtue, moral and ethical decision-making, Catholic social teaching, and Christian leadership.
- Plans staff retreats throughout the year to support faith formation of teachers and staff.

Supervision and Operations

- Collaborates with the School Commission and Parent/Teacher Club.
- Collaborates with the faculty and staff for the implementation of all policies and programs of the school.
- Oversees the development of an overall financial plan for the school and develops and executes the annual budget process.
- Responds to and resolves complaints and concerns of students, staff, parents, and community members.
- Ensures the preparation and submission of all necessary reports to the state and Office for Catholic Schools with the Archdiocese.
- Leads overall school compliance and implementation of policy.
- Ensures the development and maintenance of effective communication systems between parents, teachers, and school administrators.
- Interprets and implements policies related to faculty, staff, and students.
- Participates with private and public schools in the community in facilitating joint programs and/or the acquisition of joint supplies and leveraged resources/services with the local school district and other partners. Responsible for coordinating Title funding and special education support with the local school district.
- Engages in the supervision of all certified and support staff.
- Screens, interviews, and recommends the selection of staff.
- Directs the preschool/pre-kindergarten and its staff to ensure compliance with licensing requirements through the Department of Children, Youth, and Families (DCYF).

Curriculum and Instruction

- Acts as a visionary instructional leader who maintains a whole child and comprehensive approach to student learning/formation aligned to the school's mission.
- Ensures the development, implementation, and evaluation of a comprehensive curriculum program, which complies with Archdiocesan requirements.
- Formulates an annual Professional Development Plan and submits it to the school district for approval.
- Ensures the development of policy and process for discipline and the formation of students.
- Leads the building of comprehensive goals and facilitates the delivery of programs, student discipline, scheduling assessments, and recordkeeping.
- Supervises, develops, and evaluates certified staff, ensuring that the proper elements of instruction are implemented; coordinates the teacher supervision and evaluation processes/professional growth process.

Safety and Facilities

- Manages school safety and security processes, including crisis management procedures and the Emergency Operations Plan.
- Ensures a positive, proactive, and safe climate and culture.
- Coordinates the building and grounds maintenance program at the building level.
- Co-supervises custodial services within the building and grounds.

School Advancement

- Leads, supports, and collaborates on fundraising and development initiatives, including but not limited to, the annual fund campaign, the Assumption School Foundation (endowment), the annual school auction, and capital campaigns as they arise.
- Oversees school enrollment services and advancement efforts for student/family retention and community engagement.
- Along with the Development Director, works to secure private, state, local, and federal grants designed to subsidize costs related to facilities, curriculum, and expanding educational offerings.

Auxiliary Services

- Manages school athletics, service projects, school travel, evening school functions, and attends school-related community events.

Qualifications for the Job

Fundamental Requirements

- Practicing Catholic with a strong commitment to Catholic education
- Holds or is working towards a current Washington State Administrative Services Credential (or similar credential)

Experience

- Candidates should have experience such that they should be able to successfully assume responsibility for the day-to-day operation and administration of, as well as forward planning, for the school

Preferences

- Experience serving on an accreditation team or guiding a school through the accreditation process with the Western Catholic Education Association (WCEA)
- Minimal ability to communicate with Spanish-speaking families

Salary and Benefits

Salary

Range: \$90,000 - \$112,000

Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.

Benefits

A comprehensive package of benefits is offered including two medical plan options, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays.

Application

To apply, please visit the Office for Catholic Schools website and apply online.

<https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1>

Additionally, please email a letter of interest and resume to Fr. Moore, Pastor, at frmoore@assumption.org.

Deadline for Application: Open until filled.