

ELEMENTARY SCHOOL PRINCIPAL PROSPECTUS

About the Archdiocese of Chicago Catholic Schools



WHO WE ARE

For more than 175 years, Catholic schools have been a critical and dynamic ministry of the Archdiocese of Chicago. Generations of families have relied on our Catholic schools for academic and spiritual development, resulting in an alumni community that numbers in the millions. Today, our committed teachers continue to deliver on the promise of Catholic education by preparing all students to live faithful and successful lives.

WHAT WE DO

The Office of Catholic Schools provides our 150+ elementary and high schools with support in the areas of academics, student support, Catholic identity, leadership development, marketing and communications, scholarships, school operations and compliance. We work closely with partners in Catholic education, vendors and every ministry within the Archdiocese of Chicago to ensure the comprehensive development of every school.



FAST FACTS

.....
44,460
elementary students

.....
3,610
elementary school teachers

.....
306
ZIP codes represented by our students

.....
148
elementary schools

WHAT WE BELIEVE

The work of the Office of Catholic Schools is guided by five root beliefs:

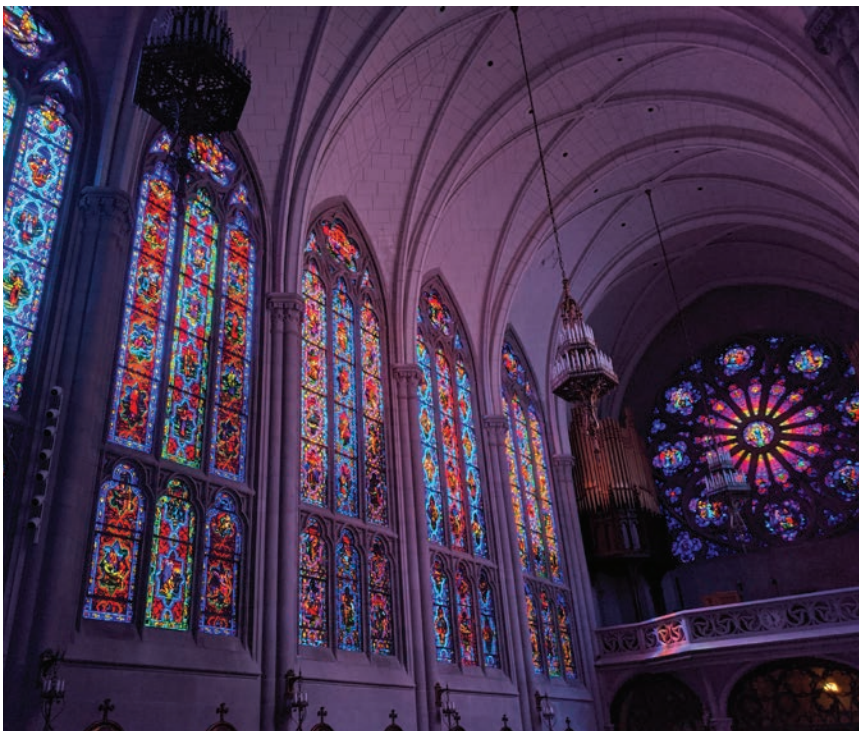
- Great leaders make great schools
- We are stronger together
- Supportive environments encourage growth
- Challenges are opportunities
- We are the joyful hands of Christ

OFFICE OF CATHOLIC SCHOOLS LEADERSHIP TEAM

Greg Richmond, Superintendent of Catholic Schools
Therese Craig, Deputy Superintendent for Academics
Katie O’Dea, Senior Director of Communications and Marketing
Karen Rebhan-Csuk, Deputy Superintendent for School Support
Matthew Walter, Chief Operating Officer

ABOUT THE ARCHDIOCESE OF CHICAGO

The Archdiocese of Chicago, the third largest in the United States, serves more than 2.2 million Catholics in 216 parishes in Cook County and Lake County, a geographic area of 1,411 square miles. The archdiocese, pastored by Cardinal Blase J. Cupich, has more than 13,000 employees in its systems and ministries, including Catholic Charities, the region’s largest nonprofit social service agency. The archdiocese also has one of the country’s largest seminaries. The archdiocese’s elementary and secondary schools comprise one of the largest U.S. private school systems.



FAST FACTS

112

Blue Ribbon Awards granted by the U.S. Department of Education to our current schools since the program’s inception

40%

of students who identify as students of color

12:1

average student to teacher ratio

\$29M+

in scholarship support

ABOUT THE ROLE OF PRINCIPAL

Desired Attributes/Credentials

- Active, practicing Catholic in good standing with the Church
- Master's degree (or higher) in school administration or related field
- State certification in school administration
- Archdiocesan Coordinator of Religious Education (CRE)
- At least three years (full-time) prior experience in education as a teacher or administrator (Catholic school preferred)



THE FOUR PILLARS OF PRINCIPAL LEADERSHIP

Faith Leadership

As a faith leader, the principal is dedicated to embodying and promoting Catholic values and teachings within the school community. This role requires the principal to **actively support and enhance the Catholic identity of the school**, ensuring that the educational environment reflects the faith-based mission at every level. The principal is also responsible for guiding faculty and staff in their spiritual growth, encouraging ongoing faith formation to deepen their understanding and commitment to Catholic teachings, which they, in turn, can impart to students.



Instructional Leadership

The principal plays a critical role in **shaping the academic direction of the school through a clear vision and established goals that prioritize student success and high standards of achievement**. This involves supporting teachers with continuous observation, feedback, and the implementation of research-based instructional methods. The principal also facilitates a data-driven approach to educational decisions and provides teachers with access to high-quality professional learning opportunities. Furthermore, establishing effective classroom systems and structures is key to fostering a focused, engaging, and productive learning environment for students.

Cultural Leadership

Creating a positive and inclusive school culture is central to the principal's role as a cultural leader. The principal ensures that school-wide systems are in place to build a safe, supportive, and respectful atmosphere for all. By fostering strong relationships with parish members, parents, students, and school staff, the principal strengthens community ties and collaboration. Additionally, the principal encourages teachers and staff to grow in their own leadership abilities, creating a community where everyone is empowered to contribute positively to the school's mission and values.



Executive Leadership

The principal's executive leadership responsibilities encompass **strategic planning, financial oversight, and operational management**. Working collaboratively with input from key stakeholders, the principal develops and implements long-term plans that align with the school's mission and objectives. Effective budget management is essential to maintaining financial stability, along with active oversight of enrollment strategies to ensure sustainable growth. The principal also participates in ongoing professional development and coaching through the Office of Catholic Schools to enhance their leadership skills, in addition to handling critical HR responsibilities, including hiring and staff supervision.



SUPPORT FOR LEADERS NEW TO THE ARCHDIOCESE OF CHICAGO

Leadership Coaching is a key component of the Leadership Formation Program in the Office of Catholic Schools, provided to all leaders new to the Archdiocese of Chicago, regardless of experience. This personalized and intentional process develops principals into mindful, inspirational, and transformational leaders by enhancing their skills, awareness, and capacity in the areas of faith, instruction, culture and executive leadership.

Leadership coaching fosters reflection, adaptability, and intentionality, enabling principals to remain fully present and attuned to the factors influencing their leadership, particularly during times of change. Through a collaborative partnership, coaches help leaders set goals, navigate challenges, and implement strategies that positively shape school culture, fostering growth, resilience, and meaningful transformation.



APPLICATION PROCESS

Candidates can view open positions and submit applications online at schools.archchicago.org/careers.

CONTACT INFORMATION

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