Join our JPII Cardinal Family
Principal

John Paul II High School is a next generation Catholic college preparatory high school serving families in the DFW area. Founded in 2005, JPII is committed to forming the next generation of effective and ethical servant leaders in our community and the world. Our formative education of the whole person; academic, spiritual, emotional, and physical, leads to personal transformation. Please visit our website ([here](#)) to find out more about our mission, vision, and unity statement.

Posting Date: November 21, 2024   **Posting Close Date:** Until Filled

Position Start Date: July 1, 2025

Location: John Paul II High School, Plano, Texas

Position Requirements

- A practicing Catholic whose value system and lifestyle are consistent with Catholic Church teaching, who is committed to ongoing personal spiritual development, and who is willing and able to foster a faith community among faculty members and students.
- An educator who holds a master's degree in educational administration with a Texas administrative certificate or a masters degree in education with a commitment to pursue the required courses for a Texas administrative certificate.
- An educator who has had at least five (5) years of administrative experience.

Essential Duties and Responsibilities of the Position

General Responsibilities
- To administer the school under the direction of the School President in accordance with Diocesan and local policies.
- To work towards the creation of a Catholic community within the school.
- To provide opportunities for prayer and sacraments to the staff and students.
- To maintain open channels for two-way communications with all school families and stakeholders.
- To show respect for individuals and fairness in dealing with others.
- To confer regularly with the School President regarding the school's operation.
- To complete all other duties as assigned by the School President or the Diocesan Superintendent

Relationship with the School President
- Works collaboratively with the School President for the overall good and betterment of the school, faculty, staff, and students.
- Assists the School President in preparation for Board and Diocesan meetings.
- Assists the School President in the preparation of the annual budget.
- Reports directly to the School President.

Relationship with the Diocese

- Complies with directives from the Diocese of Dallas and the Texas Catholic Conference of Bishops.
- Maintains open lines of communication with the Diocese of Dallas.
- Prepares for and attends meetings at the Diocese of Dallas.

Leadership of Faculty and Curriculum Development
- To hire and assign teachers in accordance with Diocesan policies and in collaboration with the School President.
- To promote the growth of the faculty through ongoing supervision and evaluation.
- To provide orientation and ongoing in-service for the faculty according to their needs.
- To collaborate with the School President in the removal, dismissal, and firing of faculty and staff in accordance with Diocesan policies.
- To conduct monthly faculty meetings, department meetings, and other team meetings as needed.
- To oversee the scheduling of classes and daily lesson planning by teachers as prepared by the Dean of Academics and the department chair people.

Management and Record-Keeping
- To develop and communicate routine procedures for the operation of the school.
- To publish rules, regulations, schedules, and procedures via the handbooks and to be consistent in expectations regarding them.
- To work in collaboration with the Dean of Formation to maintain discipline throughout the school so that a learning environment prevails.
- To unify expectations for high academic standards throughout the school.
- To implement fire, tornado, health, and safety codes in the school and on the school grounds in collaboration with the Director of School Safety and School Nurse.
- To meet deadlines with official school reports and statistics as required by Diocesan and State personnel.

Parental Involvement and Public Relations
- To provide opportunities for regular conferences and meetings of parents and teachers.
- To alert parents to the special needs and/or problems of their children.
- To keep parents informed, in conjunction with the School President, through regular school newsletters.

Performance Review
- To annually self-review performance as the School Principal and complete all requested performance review forms or surveys, including annual SMART goals developed with the School President.
- To attend annual performance review meetings with the School President.
- To conduct, in collaboration with the deans and department chair people, annual performance evaluations of all academic faculty and staff.

Special Requirements

The Principal is a mission-driven follower of Jesus Christ:
- Demonstrates knowledge of Jesus and his teachings.
- Serves as a moral leader by acting in the best interests of the school and the students, and maintains congruence between the school's mission and vision and the philosophy of Catholic education with all extracurricular and cocurricular activities.

Performance of this job will be evaluated annually in accordance with the policies of the Diocese of Dallas and John Paul II High School.

Application Procedures: Complete the Diocesan application process.

Letter of interest and current resume, including significant accomplishments, to:

Mr. Mark Crawford
Human Resources Manager
markcrawford@johnpauliihs.org

Salary: Commensurate with experience.

Benefits:
- 100% Premium-paid employee coverage for Medical, Dental*.
- Employer-paid Life Insurance, up to $50,000.
- Paid Maternity/Paternity/Adoption Leave*.
- Vision, Long-term Disability, purchase of supplemental Life Insurance for employee and dependents*.
- Medical & Dependent Care Flexible Spending Accounts.
- Generous Retirement Savings Plan 403(b)*.
- Generous Paid Time Off.
- Tuition Discounts available after 2 years of employment.

some restrictions apply

Interviews conducted as needed.