

## Immaculate Heart of Mary School, Grand Rapids, Michigan, Announces An Exciting Leadership Position:

**Position:** School Principal

**Job Begins:** 2019-2020 School Year

**Enrollment:** Approximately 315 students

**Grade Levels:** Pre-K to 8th

**Demographics:** Grand Rapids is the second-largest city in Michigan and the largest city in West Michigan. It is on the Grand River about 30 miles east of Lake Michigan. It is home to a vibrant Catholic community, and Immaculate Heart of Mary Parish and School are located within the southeast quadrant of the city.

**School Culture:** Immaculate Heart of Mary's school motto is "Disciples First, Then Diplomas." While the school enjoys tremendous success in academics, its more important goal is to foster within each student a personal and lifelong relationship with Jesus Christ. Immaculate Heart is proud of its highly capable, dedicated teaching staff, its strong parish, and parent support and above all, its Catholic identity.

### **Qualifications:**

1. Master's degree in educational leadership or administration with state of Michigan administrator certification or a master's degree in education with a willingness to obtain administrator certification in the state of Michigan within three years.
2. The candidate must have a current Continuing, Life, Permanent, Professional, Provisional, or Standard Teaching Certificate for the State of Michigan at the level of administration for which the candidate is applying
3. A practicing Roman Catholic in good standing
4. Understands the structures, tenets and institutions of the Catholic Church
5. Willingness to obtain Advanced Catechist certification within five years
6. Final approval of the candidate by the Superintendent

### **Skills:**

1. Desire to foster the faith life of the community and advance the mission of the Church
2. Welcoming and personable
3. Strategic vision and planning
4. Ability to engage the community in vision
5. Collaborative team builder

6. Excellent communication
7. Curricular and co-curricular leadership
8. Operational organization and problem solving
9. Responsive decision making

**Responsibilities:**

1. School faith community leadership
2. Instructional leadership
3. Student affairs
4. Personnel leadership
5. Business affairs
6. Development/Institutional Advancement
7. Board Relations
8. External affairs

**Accountability:**

Hired by the Pastor in consideration of the Board's recommendation and with the approval of the Superintendent of Catholic Schools; Reports to the Pastor and is evaluated by the Pastor or his designee (Board Chair) according to the process established by the Superintendent of Catholic Schools. Accountable to the School Board for the areas of responsibility delegated to the Board by the Pastor and the Diocese. Accountable to the Superintendent of Catholic Schools in certain matters where diocesan policy and direction are concerned.

**Salary:**

Competitive within the Catholic school market

**Apply to:**

Fr. Troy Nevins, Pastor  
Immaculate Heart of Mary  
1935 Plymouth Ave., SE  
Grand Rapids, MI 49506

Or

[pastor@ihmparish.com](mailto:pastor@ihmparish.com)

**Apply by:**

Applications will continue to be accepted until the position is filled.

**Apply with:**

Please attach a detailed letter of application with a resume. Complete and return the application form located [here](#).