



Annunciation
Catholic School

HOLY SPIRIT



Job Title: School Principal
Location: Holy Spirit School at Annunciation Parish
Reports To: Parish Pastor
Employment Type: Full Time / Salary Exempt
Last Revised: 2026

Summary:

The Catholic School Principal is a joyful, faith-filled, innovative, and experienced leader with an unwavering commitment to providing a Catholic education of the highest quality. The principal will be responsible for overseeing the core executive functions of a vibrant Catholic school and will work to ensure that the Catholic identity of the school emanates throughout the curricular, extracurricular, and relational dimensions of the school. The successful candidate will form engaging relationships with students, parents, faculty and staff, and other stakeholders while maintaining the overall mission of the school.

General Duties and Responsibilities:

- Ensure a strong Catholic identity throughout all school operations
- Oversee day-to-day school operations
- Manage school logistics and budgets
- Set learning goals for students and teachers based on national curricula
- Monitor and report on teacher performance
- Oversee all aspects of assessment including formative, summative and state assessments
- Research new resources and techniques to improve teaching and learning
- Interview and hire school personnel
- Review and implement diocesan and school policies
- Provide guidance and counseling to teachers
- Handle emergencies and school crises
- Organize school events and assemblies
- Ensure a safe and clean environment for students and staff
- Attend professional development opportunities to gain knowledge on current educational trends
- Other duties or projects as assigned by Parish Pastor or Superintendent
- Maintain accreditation requirements
- Lead marketing efforts to promote the school



Requirements and Qualifications:

Required and Preferred Education and Experience:

- A minimum of a Master's degree in Educational Administration or similar content area from approved institutions of higher learning
- Five years or more of successful experience in classroom teaching experience (preferably in a Catholic school)
- Administrator certification or a master's degree in education with commitment to obtain administrator certification in the state of Indiana

Required and Preferred Knowledge, Skills, and Abilities:

- Demonstrated skills in conflict resolution, problem solving, collaboration, firm/impartial decision-making, computer literacy, and confident leadership
- Knowledge of the Catholic Church at the national, diocesan, and parish levels
- Knowledge of and sensitivity to a multicultural environment
- The ability and willingness to drive/travel within the diocese and attend professional development opportunities throughout the nation
- Desire to foster the faith life of the community and advance the mission of the Church
- Strategic vision and planning
- Ability to engage the community in vision
- Collaborative team builder
- Excellent communication
- Curricular and co-curricular leadership
- Operational organization and problem solving

Personal Characteristics:

- A committed and practicing Catholic
- A personal life, including marital status that conforms to the teachings of the Catholic Church
- An understanding of and be supportive of the Catholic philosophy of education

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville

To apply please send your resume and cover letter to Human Resources at humanresources@evdio.org.