



Kettering, Ohio

Principal

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July 2027



**535
STUDENTS**



**12:1 STUDENT-TO-
FACULTY RATIO**



**41 FACULTY
MEMBERS**



**10 AP
COURSES**



**62% FACULTY W/
ADVANCED DEGREES**



**64 YEARS OF
CATHOLIC EDUCATION**



**ALL SCHOOL
MASS MONTHLY**



**25 VARSITY
ATHLETIC PROGRAMS**



**85% EXTRACURRICULAR
ENGAGEMENT**



**96% COLLEGE
MATRICULATION**



**30 STUDENT
CLUBS**



**\$26.9 CLASS OF 2025
SCHOLARSHIPS**

About Archbishop Alter

Archbishop Alter High School is a four-year, coeducational, Catholic high school founded in 1962 with an enrollment of approximately 535 students. A part of the Archdiocese of Cincinnati, Alter is a member of the National Catholic Education Association and is accredited by the Ohio Catholic Schools Accreditation Association.

It is a chartered high school by the State of Ohio and accredited by the North Central Association of Colleges and Schools.

Alter is located in the Dayton suburb of Kettering, Ohio which has a population of approximately 60,000. Most families are composed of professionals and business executives who demonstrate strong support for the community.



Job Overview

The Principal of Archbishop Alter High School is the academic, spiritual, and operational leader of the school, responsible for ensuring the successful and effective implementation of the school's mission. This role requires a dynamic and visionary individual who will guide the school community in fostering an environment of academic excellence, Catholic values, and student development. The Principal will support and engage students, faculty, staff, and families in a collaborative effort to promote a thriving and vibrant Catholic high school experience.



Key Responsibilities

Faith Formation and Spiritual Leadership

- Act as the spiritual leader of the school community, supporting students in their faith journey through prayer, liturgies, retreats, and other faith-building activities.
- Ensure that the school's religious education programs align with the teachings of the Church and meet diocesan requirements.
- Provide guidance and support to faculty and staff in incorporating Catholic principles into classroom instruction and school culture.
- Foster a strong sense of Catholic identity among students and staff, encouraging service to others and a commitment to social justice.

Leadership and Administration

- Serve as the educational and spiritual leader of the school, ensuring that all activities align with the school's mission to promote academic excellence and Catholic values.
- Lead the development, implementation, and evaluation of school policies, programs, and curricula in collaboration with faculty, staff, and the school's governing body.
- Maintain a school environment that reflects the teachings of the Catholic Church and fosters a climate of respect, inclusion, and spiritual growth.
- Supervise the daily operation of the school, including staffing, scheduling, and student discipline.
- Represent the school in diocesan, regional, and community settings, cultivating relationships with key stakeholders.

Communication and Community Engagement

- Keep parents and the school community informed through regular communication, including newsletters, meetings, and public relations initiatives.
- Organize and lead parent engagement initiatives, such as parent-teacher conferences and school events, to strengthen the partnership between home and school.

Academic Excellence

- Oversee the academic curriculum to ensure it meets high standards of excellence, fosters student engagement, and promotes intellectual growth.
- Promote continuous professional development for faculty, encouraging innovative teaching methods and integrating Catholic values into educational practices.
- Monitor and evaluate student performance, supporting teachers in identifying and addressing individual learning needs.
- Lead efforts to prepare students for post-secondary education or vocational pursuits through effective counseling, college readiness programs, and academic advising.

Faculty and Staff Management

- Recruit, hire, and retain qualified faculty and staff who are dedicated to the mission of Catholic education.
- Provide regular evaluations, feedback, and professional development opportunities to promote growth and improvement.
- Foster a positive, collaborative, and supportive work environment for all staff members.
- Lead efforts to promote diversity, equity, and inclusion within the school community.

Student Affairs and Discipline

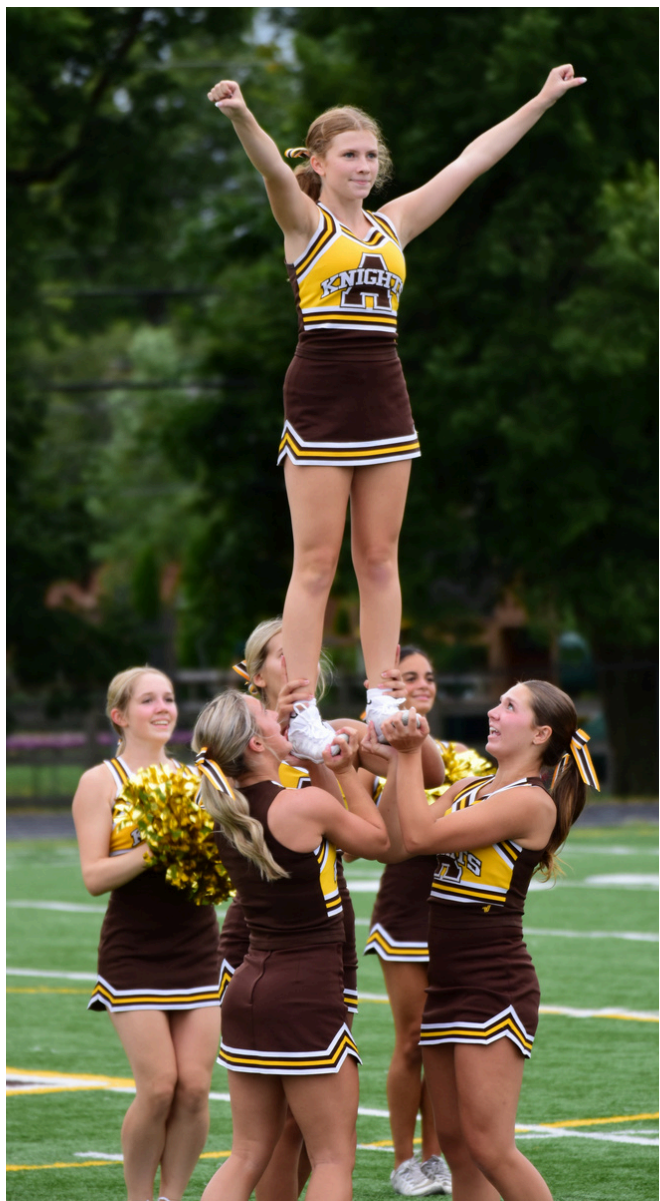
- Create a safe, respectful, and supportive environment that promotes student well-being, academic success, and moral development.
- Lead the development and implementation of school policies related to student behavior, discipline, and student services.
- Address concerns and conflicts involving students, parents, and staff in a fair and just manner, ensuring that all resolutions reflect Catholic values and principles.
- Oversee extracurricular activities, including athletics, clubs, and service opportunities, to promote student growth outside the classroom.





Personal and Professional Qualifications

- A Master's degree in Educational Leadership, Administration, or a related field is required.
- Certification or licensure as a school administrator, preferably in a Catholic context.
- Minimum of 3–5 years of experience in educational leadership.
- Proven experience in managing faculty, staff, and resources effectively.
- Demonstrated ability to integrate Catholic teachings into educational practices and community life
- Must be a practicing Catholic
- Committed to the mission of Catholic education and the spiritual development of young people.
- A visionary leader with the ability to inspire and motivate others.
- A strong sense of integrity, fairness, and humility in decision-making.
- Flexibility, patience, and a collaborative spirit in working with diverse stakeholders.



Skills and Competencies

- Strong leadership, organizational, and communication skills.
- A deep understanding of Catholic identity and the ability to foster faith-based academic and extracurricular programs.
- Ability to handle multiple tasks and prioritize effectively in a fast-paced environment.
- Strong interpersonal skills and the ability to work collaboratively with faculty, staff, students, and parents.
- Knowledge of curriculum development, school assessment, and data-driven decision-making.



Application Procedure

To apply, please submit the following four documents as separate PDF attachments.

- Cover letter that aligns your experiences and skill sets with the current needs of the school as you understand them.
- Current resume with all appropriate dates included.
- Statement of Catholic educational leadership philosophy.
- List of five references to include names, relationships, phone numbers, and email addresses (No references will be contacted without your knowledge and approval.)



APPLY NOW



Interested in this opportunity? Contact:

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