



EASTSIDE  
CATHOLIC

# President

## Search Prospectus

Sammamish, Washington  
July 2026





**816  
STUDENTS**



**18:1 STUDENT-TO-  
FACULTY RATIO**



**26 AP  
COURSES**



**45% FACULTY W/  
ADVANCED DEGREES**



**ESTABLISHED  
IN 1980**



**\$25M ANNUAL  
OPERATING BUDGET**



**45% CATHOLIC  
STUDENTS**



**45% STUDENTS OF  
COLOR**



**25K SERVICE HOURS  
ANNUALLY**



**5900+  
ALUMNI**



**33% STUDENTS W/  
NEED-BASED AID**



**88 ZIP CODES  
REPRESENTED**



## Mission

Eastside Catholic School is a Catholic faith-based educational community where students learn to integrate their thinking and believing in ways that encourage intellectual excellence, nurture relationships and inspire a life of leadership and service to others.

## Philosophy

Eastside Catholic School is a Catholic faith-based educational community committed to forming young people in mind, heart and spirit. Rooted in the charism of St. Francis of Assisi, we believe every person is loved by God and created with inherent dignity. We welcome students of all faith backgrounds and invite each member of our community to bring their lived experiences, traditions and gifts to our shared life of learning and growth.

We educate the whole person. Through rigorous academic programs and opportunities for reflection, relationships and service, students learn to think critically, communicate clearly and act with compassion. Our Touchstones guide this work:

- Academic Excellence fosters curiosity, resilience and a lifelong love of learning.
- Relationships cultivate belonging, empathy and authentic community.
- Servant Leadership calls us to recognize the needs of others and respond with generosity, courage and humility.

We believe that education is not only preparation for college and career, but preparation for a life of purpose. Our graduates leave Eastside Catholic grounded in their values, confident in their gifts and ready to contribute to a more just and compassionate world.

## Vision

Eastside Catholic School will be the college preparatory school of choice for all families seeking a faith-based, challenging learning community. We seek to serve all students who desire a school that educates the whole student, through the integration of Catholic values and instruction, leading academic programs and comprehensive athletic and arts programs. Our educational environment, based on relationships, will appeal to all faiths and backgrounds. Through this diversity we draw our strength.





## Campus Ministry

The Campus Ministry team leads all liturgies, community service and retreats, including a monthly school liturgy and yearly grade level retreat. All students are required to complete community service hours to encourage spiritual and corporal works of mercy.

Each member of Eastside's diverse community brings unique gifts that can be used to foster personal, communal and spiritual growth. Grounded in the Gospel of Jesus and unconditional love, this mission is lived out through formal liturgy and informal ministries of presence, service and relationship formation.

Eastside fosters a culture where every member of the community is encouraged to:

- Bring one's whole self to a community that values and fosters the growth of the person God has called us to be.
- Nurture one's interior life, rooted in the Gospel and person of Jesus, welcoming all and learning from all.
- Cultivate the body, mind, and soul through prayer, study, and extracurricular activities.
- Be an instrument of God's peace and justice in our hearts, our relationships, our communities and our world.





## Academics

Eastside's Middle School provides a small, community-oriented learning environment that nurtures students during a pivotal period of personal growth. Learners are encouraged to think independently, question assumptions, and develop strong academic habits that lay the groundwork for future success. A holistic curriculum blends rigorous academics with essential life and leadership skills, and students who need additional support benefit from EMC and SOAR courses, which strengthen math, English, study skills, and executive functioning. This foundation ensures a smooth transition into high school, where the academic program emphasizes preparation for college and beyond through a challenging curriculum and numerous leadership opportunities. All students receive comprehensive college counseling, and 100% of EC High School students matriculate to four-year college programs (2025). The high school experience features a seven-class academic schedule. With a wide array of elective opportunities including AP, honors, and University of Washington in the High School (UWHS) offerings, as well as courses in the arts, computer science, robotics, marketing, accounting, journalism, and more, students can pursue both advanced study and personal interests.

Learn more about the [curriculum guide](#).







## The Options Program

The Options Program offers an inclusive, individualized high school experience (grades 9–12) for students diagnosed with intellectual and developmental disabilities. Through this program, students grow academically, socially and spiritually as valued members of the EC community. The classrooms intentionally bring together a mix of general education students (peer tutors) and special education students. All students are served and learn together in the same space, respecting and valuing all students' abilities and learning differences.



## Clubs & Activities

Students at Eastside Catholic have the opportunity to pursue their passions through 30+ activities and clubs, ranging from yearbook and guitar to DECA and robotics. EC's extracurricular activities are designed to foster intellectual, creative and spiritual growth as students prepare for high school, college and beyond.





## Athletics

Eastside Catholic is committed to an athletic program of excellence. The high school athletic programs are designed to develop the whole student, mind, body and spirit, while fostering a lifelong love of fitness, teamwork and healthy competition.

Through participation in athletics, students learn discipline, leadership and resilience. They grow as teammates, demonstrate sportsmanship and strive for personal excellence on and off the field. With 24 varsity sports offered and 75% of students participating in a sport, EC athletics is more than competition, it is a vital part of character and leadership development.





## **Position Overview**

The President is the Chief Executive of Eastside Catholic School. The successful candidate is ultimately responsible for the school's Catholic Identity, educational and athletic direction, community and public leadership and financial viability. The President shall ensure that the commitment to the Mission and Touchstones of Eastside Catholic is fulfilled and is appointed by and reports to the Board of Trustees and is subject to an annual evaluation by the Board.

## **Essential Duties & Responsibilities**

### **Catholic Identity**

- A practicing Roman Catholic responsible for leading the Catholic faith-based religious tone and vision of the school
- Monitors the expression of Catholic identity in all facets of school life in collaboration with the Board of Trustees, Principals, the Campus Minister, and the Archdiocese of Seattle
- Is expected to be a personal and spiritual role model of the Mission and Touchstones for the students, parents, faculty, staff and greater school community
- Ensures that the Catholic dimension of the school is developed, evaluated and promoted among students, faculty, staff and parents.





## **Educational and Athletic Direction**

### **1. Administrative Leadership**

- Responsible for all staffing and performance management of administrative leadership, other senior administrators and is expected to evaluate each at least annually based on written job descriptions.
- Works in close collaboration with the administrators and shall delegate responsibility and authority to ensure effective execution of policy and adherence to the school Mission, Touchstones and fulfillment of the Strategic Plan. The president is responsible for the delivery of the school's strategic plan with the administrators and staff assisting as appropriate and corrective actions are taken when deviations occur.
- Develops an effective administrative team with responsibility for implementing the educational direction of the school.
- Sets clear expectations regarding the processes for recruiting and hiring of new employees (faculty, athletic and administrative staff) and evaluates prospective personnel against those requirements before they are hired.
- Oversees the development and monitoring of written procedure manuals
- Ensures the evaluations of the faculty and staff are completed by the appropriate administrators at least annually and that appropriate actions are taken with respect to performance improvement and for the replacement of the personnel not meeting school requirements.
- Establishes and oversees processes for obtaining feedback from the school community, evaluates the resulting information and takes action based on the results of that analysis.

- Develops and leads strategies to promote a positive employee culture orientated around the school Mission, Touchstones and Strategic Plan.
- Maintains focus on the need for a balanced and diverse school community.
- Oversees the successful completion of the NWAIS accreditation process and ensures EC remains in good standing with the Archdiocese.
- Oversees the overall educational strategy and the resultant development of curriculum and teaching at the school and approves significant changes in direction.
- Oversees the overall athletic strategy at the school ensuring compliance with all rules and regulations.
- Coordinates, implements and periodically updates the long range strategic plan for the school.
- As the Chief Executive of Eastside Catholic, acts as a role model and presents a professional image for all faculty and staff.
- Monitors and maintains appropriate relationships with all school organizations and clubs, including:
  - Alumni Association
  - Parent Faculty Student Association (High School) and Parent Teach Fellowship (Middle School)
  - Options Program Parent Advisory Board





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## Educational and Athletic Direction

### 2. Board of Trustees

- Reports monthly to the Board of Trustees on the state of the school.
- With the Board Chair, decides issues to be considered by the Board and ensures the timely preparation of materials to be distributed to appropriate committees and to the Board.
- Recommends new Board policies and/or changes to existing Board policies to the Board Chair and/or the Governance Committee.
- Ensures the implementation of all Board policies.
- Develops and communicates progress on short and long-term goals consistent with the school strategic plan.
- Works with the Governance Committee in recruiting new Board members and other volunteers for Board committees.
- Is an ex-officio (non-voting) member of the Board of Trustees



### Community & Public Leadership

- Acts as the chief representative of the school to the outside community in community affairs, public relations and media contacts and as such exhibits a consistent professional image.
- Shares the school's Mission, Touchstones and educational vision through a robust marketing strategy with the broader community.
- Serves as primary liaison and maintains excellent relations in all matters with the Archdiocese, local parishes, Catholic feeder school and the Eastside Deanery.
- Fosters a relationship with other private and public schools in the area served by Eastside Catholic.
- Fosters a working relationship with membership organizations such as: Office for Catholic School, Archdiocese of Seattle, NWAIS, Washington Federation of Independent Schools and Northwest Association of Schools and Colleges.

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## Financial Viability & Permanence

### 1. Financial Management

- In conjunction with the Board of Trustees ensures the effective safeguarding of the school's assets.
- In conjunction with the Finance leader is responsible for long and short range financial planning.
- In conjunction with the Finance leader ensures the preparation, development and submission to the Finance Committee and Board of Trustees the:
  - Annual operating budget
  - Monthly financial reports
  - Annual capital budget
  - Annual audit

### 2. Advancement

- In conjunction with the Advancement leader:
  - Establishes and implements a detailed development plan consistent with the Strategic Plan to meet the present and future needs of Eastside Catholic.
  - Identify and pursues major gifts.
  - Cultivates relationships with major donors and prospective major donors.
  - Presents the Annual Report to the Board of Trustees.
  - In collaboration with the Board of Trustees, and the Vice President for Advancement, evaluates potential major capital requirements of the school, develops capital campaign strategies, plans and executes the capital campaigns, and evaluates the results of the capital campaigns.

### 3. Admissions

- In conjunction with the Director of Admissions:
  - Establishes and implements an admissions program (including associated analyses and marketing strategies) that will attract and retain those students best served by Eastside Catholic.
  - Is actively involved in the recruitment of potential Eastside Catholic students.







## Opportunities & Challenges

- Strengthen and deepen Eastside Catholic's Catholic identity, ensuring faith, mission, and values are fully integrated across school life and visible in decision-making, teaching, and community culture.
- Advance a welcoming community through mission-aligned admissions outreach, thoughtful hiring practices, and programs that celebrate the cultural and spiritual richness of EC's families.
- Elevate academic excellence through innovative programs, continued professional development, and opportunities that cultivate real-world skills, college readiness, and individualized student growth.
- Lead holistic formation by strengthening EC's integrated 6–12 model, enhancing alignment across academics, athletics, arts, campus ministry, service-learning, and student life.
- Support the continued growth and excellence of the Options Program by ensuring students with intellectual disabilities are fully integrated, supported, and celebrated within the EC community, as well as by improving the overall marketing strategy for the program to attract prospective families.
- Champion faculty and staff excellence by continuing to recruit, develop, and retain top educators who serve as teachers, mentors, coaches, and formators of character.
- Guide the planning and implementation of a long-term campus master plan, including modernized facilities, flexible learning environments, and enhanced arts and athletic spaces.
- Build a robust culture of philanthropy by advancing major gifts, growing the endowment, launching future capital campaigns, and expanding alumni engagement.
- Strengthen EC's brand identity and market positioning, articulating a clear value proposition that differentiates Eastside Catholic as a leader in academics, athletics, arts, and Catholic formation.
- Steward the school toward full enrollment, continued academic and co-curricular distinction, and long-term financial sustainability while championing whole-person development for every student.

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## Professional & Personal Qualifications

- A committed and practicing Catholic who joyfully embraces the teachings of the Church and actively models a life of faith, service, and integrity.
- An exemplary professional presence, approachable, compassionate, steady, and grounded in dignity, who fosters a culture of respect, kindness, and mutual accountability across a diverse community of students, families, faculty, staff, and alumni.
- An innovative, forward-thinking leader who brings creativity, curiosity, and a strategic mindset to advancing Eastside Catholic's Mission, Touchstones, programs, and long-term sustainability.
- A transformational and visionary executive who is resilient, adaptable, courageous, and mission-anchored, capable of leading change thoughtfully and decisively, even when doing so requires navigating complexity, resistance, or difficult choices.
- A persuasive and inspiring communicator who unites others around shared goals, motivates high performance, and serves as the chief ambassador of the school in the broader community.
- Results-oriented and mission-focused, with the discipline to set ambitious goals, measure progress, and drive continuous improvement across academics, student life, advancement, operations, and Catholic formation.
- A decisive and analytically minded leader who uses data, research, and sound judgment to guide decisions; confidently balances evidence with intuition and experience; and maintains independence of thought rather than defaulting to consensus.
- Deeply knowledgeable about and committed to Eastside Catholic's mission, understanding the unique opportunities and responsibilities of leading a Catholic, coeducational, college-preparatory school serving students from a wide geographic region and a broad range of backgrounds.
- A culture builder who actively strengthens relationships with students, faculty, staff, families, alumni, donors, and local partners, and who understands the essential interplay of faith, academics, athletics, arts, and service in forming the whole student.
- Clear about what "success" looks like for Eastside Catholic, able to articulate a compelling vision for the school's future, and holding a strong sense of personal ownership, accountability, and stewardship for achieving that vision in partnership with the Board of Trustees.

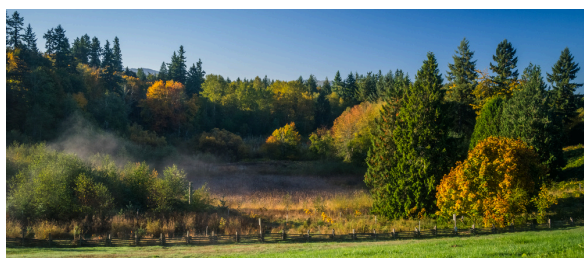




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## Compensation & Benefits

The President will earn an annual salary in the range of \$300,000–\$400,000. Eastside Catholic School offers a competitive compensation and benefit package including multiple medical plan options, dental, vision, 401K match, faculty/staff lunch program, sick leave, vacation, and holidays.



## About the Area

Life in Sammamish, Washington is defined by its strong sense of community and stunning natural surroundings. A largely residential, family-oriented suburb east of Seattle, Sammamish offers quiet, tree-lined neighborhoods, safe streets, and a highly educated, diverse population. Families are especially drawn to the area for its commitment to top-tier education along with the area's wide range of youth programs, parks, and community activities. The city sits between Lake Sammamish and the Cascade foothills, giving residents easy access to outdoor recreation including hiking trails, lakeside beaches, state parks, and year-round opportunities to explore the Pacific Northwest's natural beauty. The quality of life is exceptionally high and many residents commute to nearby tech and professional hubs in Bellevue, Redmond, or Seattle. Sammamish retains a calm, suburban feel paired with all the amenities of a well-resourced community, making it an appealing place for families, professionals, and anyone seeking a peaceful lifestyle with easy access to both nature and major metropolitan centers.

Mary, Queen of Peace Catholic Church, Sammamish's primary parish, is known for its vibrant liturgical life, strong religious education programs, and ministries that connect parishioners across generations, from youth groups and sacramental preparation to adult faith formation and service opportunities. While Sammamish itself is not heavily Catholic in demographic makeup, those who practice their faith find ample opportunities for community, connection, and service, all within a peaceful environment where families can integrate faith into daily life alongside the area's strong educational and outdoor offerings.



## 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**



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### ***Interested in this opportunity? Contact:***

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