



ST. JOSEPH'S
CATHOLIC SCHOOL

Principal

Search Prospectus

Macon, Georgia
July 2027



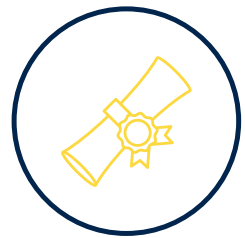
**225+
STUDENTS**



**8:1 STUDENT-TO-
TEACHER RATIO**



**AVERAGE CLASS SIZE:
15**



**67% FACULTY W/
ADVANCED DEGREES**



**11 CLUBS
AND SPORTS**



**\$250K RAISED FOR
TUITION ASSISTANCE**



**54% CATHOLIC
FAMILIES**



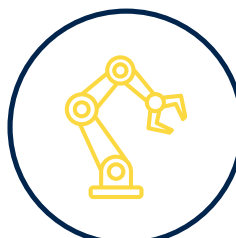
**150+ YEARS OF
CATHOLIC EDUCATION**



**SJS
KNIGHTS**



**DONOR-FUNDED
GREENHOUSE**



**CHALLENGE
PROGRAM**



**STUDENT SUCCESS
CENTER**



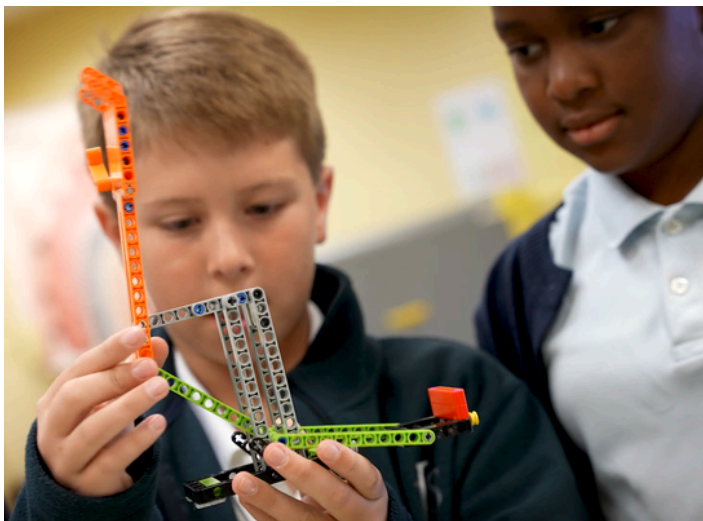
SCHOOL OVERVIEW

Macon, Georgia thrives in the heart of the state, with its rich history, stunning architecture, and Southern charm. Recognized by Southern Living as a top 10 Southern Destination in 2025 and by Time Magazine as having one of the 2025 World's Greatest Places, Macon is a historical gem with a robust, modern community. Founded by the Sisters of Mercy in 1872, St. Joseph's Catholic School serves approximately 225 students in grades 2K through fifth grade supported by 40 members of the administration, faculty, and staff seeking to mold students into thinkers, learners, and servants rooted in the Gospel and guided by Catholic tradition. St. Joseph's has grown enrollment by 44% since 2020.



MISSION

St. Joseph's Catholic School is dedicated to providing a safe and nurturing environment, delivering academic excellence rooted in the teachings of Jesus Christ.



ACADEMICS

For 150 years, St. Joseph's Catholic School has upheld a rich Catholic tradition of forming students into responsible, engaged members of society. We believe that the essential foundations for learning are established early, and we are committed to cultivating a rigorous academic foundation that supports a lifetime of growth. Our students benefit from a multi-sensory instructional approach that integrates foundational skill development, higher-order thinking, and meaningful collaboration. Instruction is delivered through varied and intentional practices designed to honor diverse learning styles and proven methodologies. Within each classroom, students are encouraged to wonder, to think creatively, to trace the roots of our faith through every subject, and to embrace the joy and discipline of lifelong learning.

St. Joseph's Catholic School strongly believes in educating the whole child. In addition to the academic curriculum, our students develop their talents in fine arts, sports, technology, and community service. Our academic year is filled with decades-long traditions that celebrate the liturgical year, support our community, and foster deep connection with our parish.

The school curriculum is designed by the Office of Catholic Schools of the Diocese of Savannah and is accredited by Cognia.



CATHOLIC IDENTITY

As the single greatest apostolate of St. Joseph Catholic Church, our school provides a wealth of student opportunities for faith formation and service to others. Our students' faith lives include:

- Weekly Mass
- Daily religion curriculum in all grades as well as Sacramental preparation in second grade
- All-School morning prayers and scripture with noonday blessings
- Liturgical Living, including All Saints, Advent, Christmas, Lent, and Easter traditions
- Reconciliation, where grade-level appropriate
- Lectoring and cantoring opportunities
- Prayer Buddies program
- Retreat Days
- Altar server training and service
- May Crowning

Most importantly, we provide opportunities for our students to encounter Christ in a personal way, ensuring they not only *learn* the faith, but they *experience* the faith in their hearts.

Prayer Buddies Program

Prayer Buddies is a school-wide program that pairs older students with younger students. The goal is to develop lifelong friendships through faith based activities. Students learn how to pray with each other and for each other's needs through shared faith experiences. Buddies walk to church and sit together to celebrate Mass.





JOB OVERVIEW

Under the supervision of the Pastor, the Principal fulfills the mission of St. Joseph's Catholic School serving as the spiritual, educational, visionary, relational and managerial leader charged with implementing the philosophy, mission, and management of the school. The Principal is responsible for the professionalism of the faculty and staff, educational achievements of students, and cultivating a mutually positive relationship with the school and parish communities.

ESSENTIAL DUTIES & RESPONSIBILITIES

Mission & Catholic Identity

- Uphold and promote the school's Catholic mission and values, integrating faith formation throughout the curriculum and school life.
- Serve as a visible spiritual leader, modeling prayer, service, and community in daily school life.
- Collaborate with the parish, Diocese, and Mount de Sales to strengthen Catholic identity and ensure alignment across programs.

Educational Vision & Instructional Leadership

- Provide visionary leadership for academic programs, ensuring rigor, relevance, and alignment with Catholic values.
- Support teacher growth, professional development, and retention, creating a cohesive and trusting leadership effective instructional team.
- Oversee curriculum development, instruction, and assessment practices to support higher student achievement.
- Promote holistic student development, including academic, social-emotional, and faith growth.
- Ensure distinct programs (e.g., 2K, robotics, athletics) support the school's mission and competitive positioning.

Community Building & Interpersonal Skills

- Foster a culture of respect, kindness, and collaboration among students, faculty, staff, and families.
- Engage families, alumni, donors, and local community partners to enhance the school's reputation and community presence.
- Maintain visibility and active participation in parish and community events.

Organizational Leadership & Financial Stewardship

- Provide operational oversight, including budgeting, resource management, and long-term planning.
- Collaborate with the Diocese, Pastor, and Advisory Board on policies, strategic priorities, and performance monitoring.
- Ensure enrollment growth and student retention aligned with school goals.
- Implement the school's strategic plan, including new pre-K facilities, growth initiatives, and program expansion.

Advancement & Strategic Planning

- Facilitate advancement initiatives, including fundraising, marketing, and enrollment efforts.
- Cultivate donor relationships, aligning philanthropic efforts with school priorities.
- Develop and execute long-term strategies to enhance academic programs, facilities, and overall school sustainability.



THE IDEAL CANDIDATE

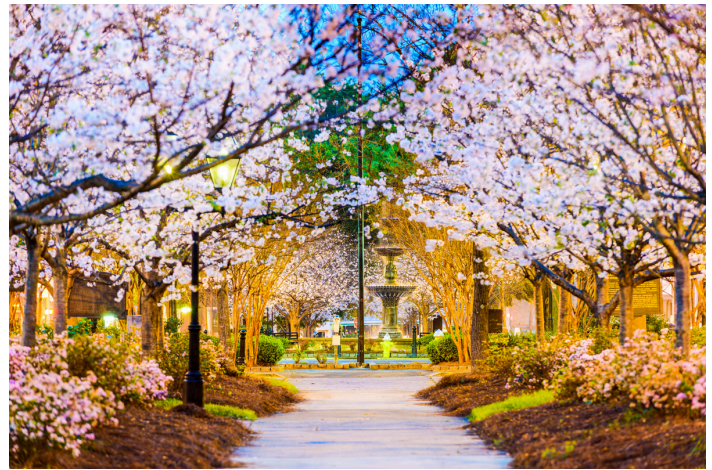
- Be a visible, engaged, and faith-driven leader who fosters a warm, welcoming, and respectful school community.
- Embody servant leadership and empower teachers while upholding the school's Catholic identity and academic excellence.
- Demonstrate high competence in people management, building strong relationships with students, faculty, staff, parents, and parish leaders.
- Be a strong collaborative instructional leader who can facilitate individual and school instructional growth using effective pedagogy and practice.
- Provide strong administrative leadership, ensuring organizational effectiveness, accountability, and operational excellence.
- Promote continuous improvement in teaching, learning, and school culture.
- Be strategic and collaborative to grow enrollment, and strengthen the pre-K to 12th-grade continuum with Mount de Sales Academy.
- Value tradition, community, and diversity, while maintaining positive engagement with donors, alumni, and the broader Macon community.



PROFESSIONAL & PERSONAL CHARACTERISTICS

- Hold a Master's degree and be eligible for state certification in a field of education with preference in Educational Administration/Supervision and/or Leadership.
- Have completed, at minimum, 3-5 years of successful teaching experience.
- Earn the *Catholic School Leadership Certificate from Creighton University if credentials do not include evidence of Catholic school experience (see below).
- Complete catechetical certification.
- Maintain recency-of-credit (six college credits or its equivalent) every five years.
- Complete VIRTUS training.
- Provide fingerprints and pass level 2 criminal background check.
- Leadership experience preferred.
- Be a practicing Catholic in good standing with the Catholic Church.
- Exhibit an understanding of Catholic Theology and philosophy of Catholic education.
- Exhibit a personal philosophy, values, and lifestyle, which are consistent with the Catholic church.
- Possess the ability to work collaboratively with parish administration, diocesan personnel, faculty/staff, parents, and parish organizations.
- Articulate and implement a vision for the school in areas of spirituality, management, curriculum, advancement, and technology.
- Create an atmosphere of welcome and open dialogue.

**The Catholic School Leadership (CSL) Certificate is a 12-credit graduate program designed for current and aspiring Catholic school leaders working in Catholic schools who may already have a master's degree and/or do not have teaching or leadership experience in Catholic schools.*



ABOUT THE AREA

Macon is a vibrant city in the heart of central Georgia that offers a blend of Southern charm, rich history, and a strong sense of community. With its historic neighborhoods, antebellum architecture, and revitalized downtown, Macon has both character and opportunity for families and professionals alike. The city is known for its music heritage, including the legacies of Little Richard, Otis Redding, and the Allman Brothers Band, celebrated through local festivals, live music venues, and cultural events such as the Cherry Blossom Festival, and downtown Christmas lights. Macon also has a warm, neighborly atmosphere where traditions and community connections are valued, with many families having deep generational roots in the area.

For Catholic families, the city provides a welcoming faith community. St. Peter Claver Parish, Holy Spirit Parish, and St. Joseph's Parish provide vibrant liturgical life, religious education, and opportunities for spiritual growth and connection. Macon is a supportive environment for families seeking a strong spiritual foundation alongside educational and cultural opportunities.



APPLICATION PROCEDURE

To apply, please submit the following materials in a single PDF attachment. Name the file attachment using the following template: LAST NAME, SJS, PRINCIPAL.

- 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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Partners in Mission

(202) 390-0230

partnersinmission.com/search-and-recruitment