



**SAIN<sup>T</sup>LUCY**  
L I G H T N I N G  
**A SIENA CATHOLIC SCHOOL**

Racine, Wisconsin

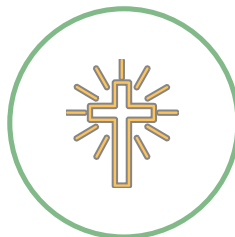
# Principal

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Summer 2026



**233  
STUDENTS**



**74% CATHOLIC  
FAMILIES**



**22 FACULTY  
& STAFF**



**\$19.1M TOTAL  
SYSTEM BUDGET**



**\$27.2K FINANCIAL AID  
AWARDED**



**FOUNDED IN  
1960**



## School Overview

Located in Racine, Wisconsin, St. Lucy Catholic School is one of seven Siena Catholic Schools of Racine, a system of Catholic schools formed by the Archdiocese of Milwaukee in 2017. While our schools have decades—and in some cases, over a century—of history, the formation of the Siena system has enabled centralization and strengthening across curriculum, faith formation, operations, human resources, and advancement.

St. Lucy Catholic School serves students in grades 3K through 8, offering a comprehensive educational program that integrates faith formation with strong academics. Students benefit from a well-rounded curriculum that includes core academic subjects, art, music, and physical education, and incorporates technology. Middle school students experience a model that supports deeper learning and preparation for high school.

Grounded in a close partnership with St. Lucy Parish, the school fosters a welcoming, family-oriented environment where each child is known, supported, and challenged to grow. Rooted in the teachings of Christ and a commitment to academic excellence, St. Lucy forms students in mind, spirit, and character within a vibrant and supportive Catholic community.



## Mission Statement

St. Lucy uses Christ's teachings and high standards of academic excellence to inspire our students' minds and spirits supported by our staff, families, and Catholic Church

## Family

St. Lucy Catholic School acknowledges parents as the primary educators of their children and thus views its education and formation programs as being in partnership with the efforts of parents in the home. Our efforts are intended to be a reinforcement of the values and principles instilled in the home. Parents are encouraged to actively participate in the life of the school so they may gain from the strength of our community and contribute their own hopes and dreams to a common vision for our children.

## Faculty

St. Lucy teachers are well-trained, professional educators, many of whom hold advanced degrees. Moreover, they are devoted to their vocation, commonly viewing it as a personal ministry in the service of Christ, His church, and the Catholic family. With this devotion, they bring unusual energy and enthusiasm, tempered with kindness and patience, to the classroom each day.

## Friendships

St. Lucy Catholic School is, above all else, a community brought together by a common set of beliefs, values, and aspirations. For this reason, you will find that our students are not overly influenced by mainstream ideas, nor are they driven by the latest trends in popular culture. Rather, St. Lucy students tend to reflect the high ideals that brought them here. These are the peers with whom each child at the School associates, befriends, and matures.

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## Community Engagement

At St. Lucy Catholic School, community is at the heart of the student experience. Rooted in Catholic values and supported by dedicated families, parish life, and faculty, the school emphasizes strong partnerships between home and school while fostering a welcoming, family-oriented environment centered on faith, service, and belonging.

## Academics

St. Lucy Catholic School provides a comprehensive academic program focused on educating the whole child spiritually, intellectually, socially, and emotionally. Students benefit from hands-on STEM learning, individualized academic support, technology integration beginning in early grades, and a curriculum grounded in both academic excellence and Catholic identity.

## Extracurricular Life

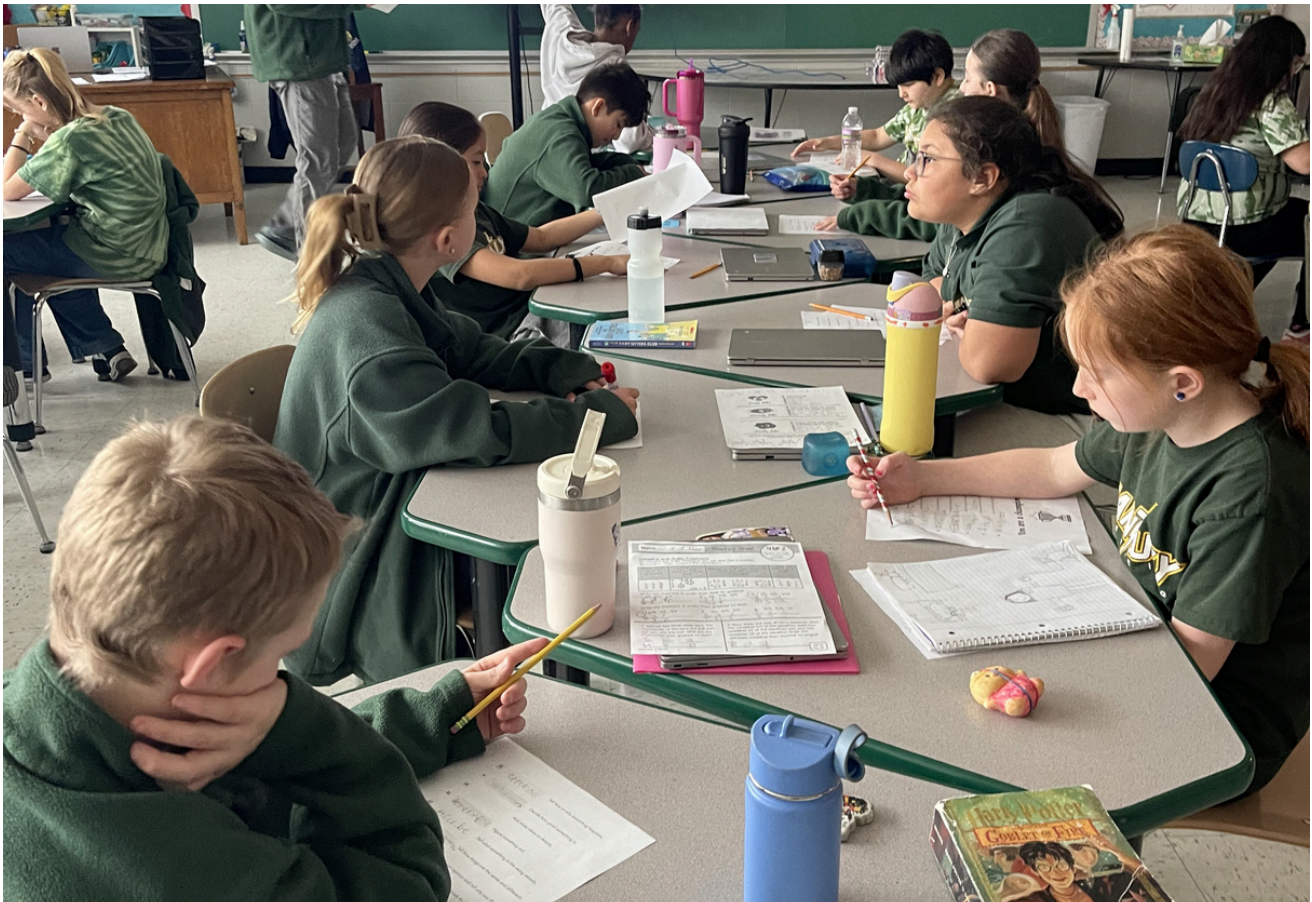
Students at St. Lucy Catholic School are encouraged to explore their interests beyond the classroom through a wide range of extracurricular opportunities, including Student Council, Battle of the Books, Girls on the Run, scouts, culture club, robotics, choir, and academic enrichment programs that help students develop leadership, creativity, and confidence.



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## Athletics

Athletics at St. Lucy Catholic School promote teamwork, sportsmanship, and personal growth while encouraging students to remain active and engaged. Beginning in middle school, students can participate in volleyball, basketball, track, and cross country within a supportive, faith-filled environment that values character development as much as competition.



## Position Overview

The Principal is the instructional leader of their school site and must ensure that the primary focus of their time is spent on activities involved in leading and developing the instructional program of their school to continuously drive student achievement. The Principal is also responsible for creating a supportive and faith-filled school culture in which students, families, and the broader parish and neighborhood community are deeply engaged.

As a Principal and contributing member of Siena Catholic Schools full leadership team, the Principal reports to the Chief Academic Officer and is responsible for advancing the mission and vision of Siena Catholic Schools of Racine.



## Essential Duties & Responsibilities

### Mission and Catholic Identity:

- Serves as a lead role model of the beliefs and teachings of the Catholic Church in word and action; provides a living example of Catholic identity rooted in Gospel values to students, families, staff, and all who are associated with the school and school community.
- Promotes the vision, mission and core values of Siena Catholic Schools of Racine, incorporating it into the daily life of the school.
- Establishes a positive and collaborative relationship with all pastors and religious leaders affiliated with the school, parish/school community and any individual pastor supports.
- Leads and provides opportunities for the students, staff and school community to celebrate its faith through regular participation in the sacramental life of the Church.
- Leads to ensure that all Theology curriculum and instructional practices by staff and students conform to the Archdiocesan and Siena standards of excellence; in curriculum and school culture.
- Leads through collaboration with staff and students to give witness to the Catholic identity of the school with religious signs, symbols, and displays as well as through the celebration and/or recognition of Advent, Lent, Catholic Schools Week and other liturgical or Archdiocesan events.
- Creates and sustains a school culture that is focused on academic excellence and faith based initiatives that supports yearly growth.

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## Academic Programming:

- Articulates measurable school-wide student learning goals and leads the school to improve instructional practices in support of student success.
- Collaborates with the Chief Academic Officer and the full Siena Leadership team, participates in strategic planning utilizing Siena's scorecards focused on Academics, Faith and Culture.
- Participates in regular curricular audits as designed or implemented by the Chief Academic Officer – with a heightened focus on Science, PLTW, Literacy and Math – to ensure that teachers and supporting staff are utilizing effective instructional practices and Siena curriculum that promotes the highest levels of student achievement.
- Utilizes the SCS Data Wall regularly to report student achievement and instructional data to staff, the Chief Academic Officer, and SCS Education Committee.
- Sets specific and measurable student-based performance goals with all classroom teachers and educational support staff each year. Provides instructional support and regular feedback to all faculty in support of their stated goals. Utilizes the SCS & Archdiocesan Educator Evaluation models to annually evaluate all staff on their effectiveness.
- Ensures that data remains an essential part of all conversations related to student achievement, including an assurance that students (at all levels) and families maintain an awareness and understanding of current performance and growth targets.
- Collaborates with Siena Leadership on designing and facilitating professional learning.
- Serves as a transparent and visible leader who will focus and drive results toward increasing student achievement through various internal, State and National assessments to measure growth.
- Empowers staff to participate in leading school improvement efforts.



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## Operational Vitality

- Develops and manages the school's budget in support of identified goals and overall student success, in collaboration with the Chief Academic Officer and Chief Financial Officer.
- Protects the learning environment of the school by thoughtful and consistent implementation of all attendance and student conduct expectations as outlined by the school's handbook.
- Manages budgets in order to ensure alignment towards student achievement.
- Collaborates with the Director of Operations to assist with school custodians.
- Oversees all emergency plans as they relate to student and staff safety and general operations (e.g. fire drills, crisis plan, tornado response, etc.).
- Oversees state-mandated health requirements.
- Collaborates with SCS and parish partners, to provide appropriate oversight, including appropriate supervision and expectations, for auxiliary school programs such as before/after care and athletics.
- Works in collaboration with Human Resources and Chief Academic Officer to recruit, select, develop, and retain highly qualified and effective classroom teachers and educational support staff.
- Attends and participates in, or delegates attendance for, appropriate Archdiocesan and community meetings and events including Archdiocesan Leadership Days.
- Collaborates with the Chief Academic Officer and other SCS leadership in the accreditation process.
- Reports, as necessary, to SCS System Leadership, Archdiocese of Milwaukee, State of Wisconsin, and Federal Government, or any other committee or governing body as directed.



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### Communication & Culture:

- Regularly attends SCS Academic Leadership Team meetings.
- Models the principles of shared leadership that values, inspires, cultivates, and celebrates faculty and staff initiative and creativity toward mission fulfillment and continuous improvement.
- Maintains a Building Leadership Team, with a regular meeting schedule, in support of a shared leadership model.
- Celebrates the successes and achievements of both individual team members as well as the school as a whole.
- Provides an open-door policy for all teachers and staff members who wish to share thoughts, ideas, and concerns.
- Communicates effectively and in a timely manner to Siena leadership, families, students, and staff.
- Develops a regular written communication vehicle to provide updates, share resources, and celebrate achievements for school families.
- Develops a weekly communication vehicle to provide updates, share resources, and celebrate achievements for school faculty and staff.
- Maintains a committee or advisory group of parents and school families to ensure that parents and guardians have a regular opportunity to provide feedback and insight on pertinent school topics.
- Performs all other duties as assigned by the Chief Academic Officer.





## Professional & Personal Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Siena Catholic Schools Principals must be a practicing Catholic.
- Current Wisconsin Administrator Licensure as a School Principal (5051) or Director of Instruction (5010)
- Master's Degree with an emphasis in Educational Leadership.
- A minimum of 5-10 years of classroom teaching practice with specifically defined teacher-leader or administrative leadership experiences.
- Respect for the unique heritage of Catholic education in Racine and a desire and motivation to work with Siena leaders and parishes to preserve and further enhance the legacy of the school.
- Highly effective communication skills with a specific ability to introduce, champion and support new concepts and build support and energy around collective mission, vision, core values, and goals.
- Experiences and abilities in the collection, analysis, and utilization of student performance and school operational data in informing instructional and operational decisions.
- Desire to build leadership capacity among all staff demonstrating a willingness to work in collaboration with staff to create a powerful and relevant learning community that supports the overall social, emotional, physical and academic development of students and staff.
- Ability to work evenings, weekends, and extended workdays.
- Valid driver's license.
- Ability to exercise good judgment and work in an environment with constant changes, interruptions and minimal supervision.

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## **Basic Staff Expectations**

All Siena Catholic Schools of Racine employees and volunteers are expected to comply with the faculty/Staff Handbook and the Parent/Student Handbook. All SCS employees are expected to work positively in collaboration with others in addition to completing other tasks as assigned from time to time by their supervisor/administration.

## **Work Relationships & Scope**

Frequent contact with school faculty and staff, students and school families. Frequent contact with SCS President, SCS Chief Academic Officer, SCS Leadership Team, Finance Department, Human Resources. Occasional interaction with other Siena colleagues, Parish Priests, other SCS or Archdiocese Staff. Secures the approval of the Chief Academic Officer in making decisions when answers are not clear and further guidance or input is needed.

## **Physical Demands**

While performing the duties of this job, the employee is frequently required to stand; talk or hear; and use hands to finger, handle, or touch objects or controls. The employee is frequently required to stand and walk. On occasion the incumbent may be required to stoop, bend or reach above the shoulders. The employee must occasionally lift up to 25 - 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **Work Environment**

The work takes place in primarily an office/school environment; however there is some travel and limited exposure to outside elements.

*This job description outlines the general nature and level of work required of any employee assigned to this position. It does not intend to imply these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties, as requested by the position's manager(s), the President and/or Board of Directors. All is subject to change and possible modification to address changing business conditions and reasonably accommodate individuals with a disability.*



## About the Area

Nestled along the shores of Lake Michigan, Racine offers a distinctive blend of Midwestern warmth, natural beauty, and deep-rooted Catholic tradition. Families are drawn to the area not only for its welcoming neighborhoods and strong sense of community, but also for the values-centered lifestyle that defines much of life in southeastern Wisconsin. Here, faith is woven naturally into daily life through vibrant parishes, Catholic schools, service traditions, and generations of families committed to building communities grounded in compassion, hard work, and stewardship.

Racine's location along the lakefront provides a picturesque setting year-round, from peaceful waterfront mornings and scenic parks to summer festivals, beaches, and outdoor recreation. Residents enjoy the charm of a close-knit community with easy access to the cultural and professional opportunities of nearby Milwaukee and Chicago. The area is known for its family-oriented atmosphere, strong civic pride, and enduring appreciation for tradition, making it an ideal place for families seeking both connection and quality of life.

For Catholic educators and leaders, Racine represents a community where mission matters deeply. Catholic schools and parishes continue to play a central role in shaping the spiritual, academic, and moral formation of young people. It is a place where leadership in Catholic education is not simply a profession, but a meaningful vocation lived within a supportive and faith-filled community.



## Application Procedure

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

- 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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