



URSULINE  
ACADEMY

# Upper School Principal

Search Prospectus

Wilmington, Delaware

July 2026





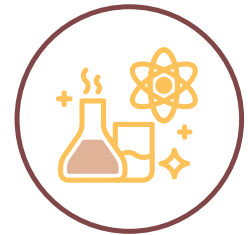
**400+  
STUDENTS**



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



**24 AP CLASSES  
OFFERED**



**57% STEM-  
RELATED MAJORS**



**132 YEARS OF CATHOLIC  
EDUCATION**



**\$2M RAISED FOR  
TUITION ASSISTANCE**



**100% COLLEGE  
ACCEPTANCE**



**13 UPPER SCHOOL  
SPORTS**



## SCHOOL OVERVIEW

Founded in 1893 by the Ursuline Sisters, Ursuline Academy of Wilmington, Delaware, is an independent, Catholic, college-preparatory school comprising four academic branches: Early Childhood, Lower School, Middle School, and Upper School.

Ursuline Academy's Upper School empowers young women to discover and employ their unique talents as leaders and global citizens. Supported by a liberal arts and science foundation, Ursuline's curriculum provides the most relevant, effective, and proven teaching practices, which spark passion and encourage collaboration.

Infused with the spirit of St. Angela Merici, the motto is *Serviam*, meaning "I will serve." Students learn to adapt, empathize, and serve with resilience. Ursuline Academy is committed to helping young women grow spiritually in a faith-based community.

Every student is provided with opportunities and support to find their unique voice. Through global education, a leadership and innovation curriculum, STEM, arts, athletics, and clubs, students become confident, young female leaders who will make an everlasting mark on the world. Ursuline graduates are known for being accomplished and innovative. Ursuline alumnae have saved lives in war zones, founded life-changing judicial courts for those in need, and led presidential campaigns. Some have even advanced technology companies into global prominence.

At Ursuline, every young woman is embraced into the lifelong bonds of sisterhood. Students often remark that they feel a deep level of trust, knowing they can always count on their sisters to be there for them, no matter what. This strong sisterhood, one that unifies and includes every student, is what makes Ursuline so special.

For additional information, please visit their website at <https://www.ursuline.org/>.



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## MISSION

Ursuline Academy is an independent, Catholic school community that empowers students for leadership and service in our global society.



## UPPER SCHOOL ACADEMICS

Since 1893, Ursuline Academy has empowered young women to discover and employ their unique talents as leaders and global citizens. Supported by a liberal arts and STEM foundation, Ursuline's curriculum offers the most relevant, effective, and proven teaching practices that spark passion and encourage collaboration. UA strives to provide all students with engaging experiences, both in and outside the classroom, guiding their educational journey in pursuit of collegiate success.

At Ursuline, every young woman is embraced into the lifelong bonds of sisterhood. This strong sisterhood, one that unifies and includes every student, is what makes Ursuline so special.

Every student is provided with opportunities and support to find their unique voice. Through a dynamic curriculum that weaves leadership, innovation, discovery, and rigor into daily life, students become confident young women. In addition to a traditionally rigorous curriculum rooted in essential content, their experiences in service, global education, athletics, and clubs build leaders who will make an everlasting mark on the world.

Along their journey to become a true Ursuline girl, Ursuline Academy has cultivated a unique curriculum vision founded on Serviam, global citizenship, leadership, wellness, community-building, and academic pursuits across all STEM, liberal arts, and artistic arenas.





## SERVIAM

Serviam – meaning “I will serve” – is the core of Ursuline Academy’s mission and is inspired by the spirit of our founder, St. Angela Merici. Serviam projects teach students to recognize needs and ultimately become changemakers in the world. Each year, they support over 50 nonprofit organizations, such as the Ronald McDonald House Charities and Special Olympics, through fundraising and charitable efforts.





## GLOBAL EDUCATION & URSULINE EDUCATION NETWORK

Essential to being a leader is understanding and respecting other cultures. Through a network of over 100 Ursuline schools worldwide, students have the unique opportunity to meet and learn from our sister schools and global partnerships.

This rich international exchange program invites students to connect on virtual projects, communicate in various formats with Ursuline students from across the world, serve as a host family for visiting students, and represent Ursuline as a delegate on domestic or international exchange trips.

Ursuline offers a Global Scholars Program for students who show a particular interest in global studies. Students earn this distinction through course study and service hours related to global issues, as well as literacy projects that include reflections on the students' experiences. Colleges and universities recognize this distinction as a significant selection criterion in the admissions process.





## **GROWTH. VALUES. FOR LIFE.**

Ursuline's student experience is built on a continuum of growth that begins with a comprehensive Freshmen Transition Series, led by the Counseling Department and Dean of Academics, to support students through social-emotional development, relationship building, and the academic skills needed for success. As students advance, they can pursue the AP Capstone Diploma, a two-course program that encourages them to think critically and creatively, conduct research, propose solutions to real-world problems, communicate effectively, collaborate, and make cross-curricular connections. Innovation is further cultivated through Ursuline's entrepreneurial focus, including the dual-enrollment EntreX curriculum with the University of Delaware's Horn Program and hands-on design thinking opportunities in the 1893 IDEA Studio. By sophomore year, all students engage in a Leadership curriculum centered on soft skills, personal branding, and a year-long leadership initiative, often leading to long-term ventures, with the option to earn one college credit through the University of Delaware's LeadX program.



## FINE ARTS

Ursuline's commitment to the arts spreads the breadth of visual and performing opportunities. Our visual arts program promotes visual awareness and imaginative expression in non-verbal media. Students are exposed to traditional and contemporary techniques and concepts from Western and non-Western sources. Drawing is emphasized as a "thinking" tool to develop sophisticated observational skills. The critically essential elements and principles of art are integrated throughout all the courses. These courses cover, but are not limited to, painting, drawing, sculpture, photography, ceramics, and digital art.

If students prefer an audience, our performing arts experiences encompass various theater and music study aspects. From the staged plays and musicals to the lively performances of the chorus and ensembles, excellence is held out to students as a goal, and then the process of reaching that excellence is taught. One of the strengths of Ursuline's performing arts program lies in the notion that anyone can perform. Students take a risk each year, commit themselves to disciplined study, and enjoy the fun and camaraderie that results from working towards a shared vision.

## ATHLETICS

Ursuline Academy's athletics program is steeped in over a century of tradition, dating back to the early 1900s, and is nationally recognized for its excellence. The school is deeply committed to developing well-rounded student-athletes who balance strong academic performance with competitive sports, fostering leadership, teamwork, and sportsmanship. From the Lower School through Upper School, students have opportunities to play a wide range of sports, 13 at varsity and JV levels in high school. Ursuline's coaching staff brings experience and continuity, guiding athletes in skill development and competitive ambition, including collegiate recruitment. Their facilities are top-tier, including an on-campus gymnasium, fitness center, training room, plus off-campus fields and a track. Many Ursuline alums go on to athletic success in college, and even professionally, such as retired WNBA player and Olympian Elena Delle Donne '08. The program boasts an impressive legacy of achievements, including dozens of state championships, national honors, and individual award winners.





## **JOB OVERVIEW**

Reporting to the President, the Upper School Principal communicates the philosophy, mission, and vision of the Academy, emphasizing the centrality of Ursuline core values and the heritage of St. Angela Merici. The Upper School Principal is responsible for the overall management, spiritual and instructional leadership, and supervision of the Upper School. The Upper School Principal provides inspiration, motivation, training, and support to the teaching staff on curriculum and instruction, classroom management, and student achievement.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

### **Strategic Leadership**

- Sets the climate and culture of the Upper School; maintains a visible presence and serves as the strategic and academic leader of the Upper School.
- Fosters collegiality and team building among staff members; supports the Academy and its leaders.
- Serve as the strategic team leader for all Upper School faculty and staff, including Athletic Director, Director of College Counseling, Director of Global Education, and Coordinator of Heritage and Mission.
- Recruits and retains talented faculty and staff who will maintain the culture of excellence and achievement.
- Collaborates with faculty and staff to build a common vision for the Academy and empowers them to execute and implement that vision.
- Organizes and manages projects to achieve the goals and initiatives outlined in the strategic plan.
- Embraces and upholds the traditions of Ursuline Academy, while supporting growth, change, and academic innovation.
- Defines expectations for staff regarding instructional strategies, classroom management, and communication with the community.
- Observes employee performance, conducts staff and faculty evaluations, provides feedback, support, and advocacy.
- As a member of senior management, contributes to decisions and strategies that guide the entire school.

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## School Operations and Academics

- Maintains a safe, healthy environment within the Academy for students and staff.
- Coordinates adequate safety instruction and drills and assigns members of the staff to assume specified responsibilities.
- Establishes and communicates expectations for staff and students and holds the school community accountable for high-level performance.
- Oversees Academy master programs and schedules, and makes staff assignments.
- Provides instructional resources and materials to support teaching staff in accomplishing instructional goals. Consistently works to improve instruction and student achievement.
- Oversees the operations of athletics and all extra-curricular activities.
- Ensures compliance with legal requirements and government regulations.
- Ensures proper and thorough record-keeping.
- Oversees and assists in the admissions process for evaluating applicants and communicates the program value proposition to potential students and families.

## Financial Management

- Develops the annual Upper School budget and ensures that spending stays within those limits.
- Communicates with faculty regarding ongoing resources needed to implement innovative academic programming.
- Presents the need for additional equipment and supplies to the President, the Advancement office, or the Finance office.





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## External Relations

- Develops an open line of communication with parents and works in partnership with them.
- Has a positive attitude with children, parents, and colleagues.
- Attends and participates in all major fundraisers and social events of the Upper School.
- Maintains a rapport with the Diocese of Wilmington.

## Work Ethics

- Maintains confidentiality at all times regarding the Ursuline community.
- Attends all required meetings and is willing to perform all other duties as assigned.
- Contributes by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and the foundress, St. Angela Merici.
- Respects, cooperates, and maintains a positive attitude with colleagues (faculty and staff), students, parents, and alumnae, and exemplifies the core values.

The ideal candidate will be a student-centered thought leader who will continue the Catholic education mission in the Ursuline Sisters tradition. The Upper School Principal is a visible, supportive, and accessible presence, known and respected by the Ursuline community. The Upper School Principal will be an excellent listener and communicator, kind, loving, and respectful to all people. The Upper School Principal will exhibit a passion for learning, a commitment to academic excellence, and the ability to champion the unique global perspective that an Ursuline education offers.



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## PROFESSIONAL & PERSONAL QUALIFICATIONS

- Minimum of 5 years of increasingly responsible leadership experience in an educational environment, including teaching and administration, with a proven track record in achieving academic success. Experience in Catholic school preferred.
- A faith-filled visionary and a practicing Catholic.
- Dynamic leader with skills in curriculum implementation, instruction, team building, faculty supervision and development, parental engagement, school safety practices, and effective school management.
- Ability to evaluate instructional programs and teaching effectiveness.
- Knowledge of school operations, including budget management, financial reports, and standards of accreditation and certification processes.
- Ability to interpret policy, procedures, and data.
- Understanding of marketing, enrollment, and development, and the tools and strategies needed to foster school viability.
- Demonstrated organizational, supervisory, and delegation skills that will motivate and inspire staff while maintaining accountability, setting high expectations, and providing professional direction.
- Strong interpersonal skills, drive, and integrity with demonstrated ability to build, foster, and maintain positive relationships with both internal and external constituencies, including faculty, staff, board members, volunteers, students, and families.
- Superior public relations and communication skills to express, orally and in writing, Ursuline Academy's mission, vision, and goals with clarity, passion, and persuasion.
- Self-confidence, humility, integrity, warmth, a flexible personal style, and a sense of humor.
- Proficient in technology and the use of technology in instruction.
- Master's degree in education or administration required.
- Limited regional travel required; must be available to attend events after work hours or on weekends as needed.





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## ABOUT THE AREA

Wilmington, Delaware, is a small city that offers convenience, history, and an emerging cultural scene. As the state's largest city, Wilmington has a lively downtown with a great food scene, historic theaters, popular festivals, and the scenic Riverfront. It maintains a friendlier, slower pace than the major metropolitan areas nearby, with its neighborhoods each having its own personality. Wilmington boasts beautiful parks and plenty of green spaces. Wilmington's location is a major perk: residents enjoy easy access to Philadelphia, Baltimore, and D.C., as well as Delaware's beaches. The city has a strong corporate presence, especially in finance and law, yet it also invests in community events, the arts, and local small businesses. Daily life often feels manageable and connected, offering a balance of opportunity, culture, and community without the intensity of a large urban center. Many residents appreciate the city's tradition of Catholic education, its emphasis on social justice outreach, and the way faith communities often serve as anchors for connection, service, and belonging.





## 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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