



## **Middle & High School Principal at Loretto Academy**

### **Job Summary**

The secondary principal serves as the educational leader of the middle and high schools. The principal is responsible for ensuring that teachers prepare and challenge students in a nurturing environment which is rooted in Catholic faith and true to the core values of Loretto Academy: faith, community, justice, and respect. The ideal candidate is a visionary educational leader with a passion for an all-girls education and will work collaboratively to ensure that Loretto Academy is innovative and fulfills its mission of a holistic education for our students as future leaders.

### **Essential Duties & Responsibilities**

As educational leader, the principal is lead administrator for both the middle and high schools. The candidate must be an organized, resourceful individual, able to build positive rapport with students, faculty/staff, parents, and collaborate across schools and departments at the Academy. The principal is responsible for continuous evaluation of the school's academic programming, working with faculty/staff to innovate and build on the school's strengths, and fostering a nurturing, professional climate.

Achieving academic excellence requires that the principal ensure that there is effective communication between all stakeholders: parents, students, and faculty/staff. The principal is responsible for managing and keeping all informed of relevant policies and procedures relating to academics and the school. Inherent in the position are responsibilities for scheduling, curriculum development, overseeing professional development, personnel management, as well as the requisitioning of instructional materials. Principals are responsible for the supervision of faculty and staff at the schools, providing regular feedback and completing annual evaluations.

### **Other Responsibilities**

- The position requires a regular school day schedule as well as work in the evenings and weekends as needed and attendance at extracurricular events.

### **Experience & Skills Required**

- The individual must be deeply committed to all-girls education in a Catholic environment.
- English/Spanish bilingualism is preferred.
- A background in education, with experience as in a secondary classroom and administration, is highly valued.
- The individual must be qualified to be a principal in the state of Texas and hold a master's degree.

This position reports directly to the President of Loretto Academy.

**Interested individuals should send their resume, letter of intent, and a completed application form to Mrs. Nancy Tovar at [ntovar@loretto.org](mailto:ntovar@loretto.org). The anticipated start date will be in summer 2026.**