SAINT JOSEPH CATHOLIC SCHOOL

Elementary & Middle School (K-8th) Education Principal, Williston ND

Job Summary

Saint Joseph Catholic School, Williston, ND has an open position for an Elementary & Middle School (K-8th) Education Principal for the 2027-2028 school year. He or she must be a dynamic and decisive leader, extremely organized, an effective communicator in both public and private meetings with parents, staff, and benefactors, and be accessible and visible in the life of the school. The Principal works closely with the administrative team, including the Superintendent, Business Manager, and School Secretary, to effectively advance the mission of St. Joseph Catholic School: *educating the whole student – mind, body, and soul.*

Saint Joseph Catholic School operates in the Superintendent/Principal leadership model, in which the Principal is the lead educational administrator for the school, responsible for day-to-day operations, while the Superintendent functions as the chief executive officer in collaboration with the School Board. The Principal reports to the Superintendent, and actively promotes the academic, spiritual, and social development of each student, exemplifying strong communication and relational skills in a mission-focused environment.

A qualified candidate must have a Master's or Doctorate degree in education with a North Dakota Teaching Certificate, a Principal Credential (or able to obtain one upon assuming position), and a minimum of three years professional teaching experience.

The salary range for the position is $90,000-$115,000, with a potential additional $5000 year-end bonus. We offer a full benefits package including health insurance, 401(K), and life insurance. For more information about our school and parish, please visit our website at stjparish.com or stjschoolwilliston.com.

Please submit your resume by January 13, 2027 in confidence to Fr. Paul Eberle at the following email: peberle@bismarckdiocese.com **or call 701-572-6731(Parish Office)**

Responsibilities and Duties

1. Advance and support the philosophy of Catholic education as articulated by the Diocese of Bismarck and supported by St. Joseph Catholic School.
2. Advocate, encourage, counsel and witness in keeping with the beliefs and practices of the Catholic faith and teachers. Strive to serve as a role model for students in their spiritual growth.
3. Strives to be a model of professionalism, faithfulness, and educational excellence.
4. Lead staff in carrying out the mission and vision of St. Joseph Catholic School.
5. Collaborate with other Elementary/Middle School Principals, to establish common policies and procedures and develop academic initiatives for consideration to improve school programs and internal operations.
6. Ensure that students are immersed in a safe, secure, emotionally protective and healthy environment.
7. Motivate and supervise the faculty in the development, maintenance and implementation of curriculum, including religion.
8. Establish guidelines for proper student conduct and maintaining student discipline.
9. Lead in the development, determination of appropriateness, and monitoring of the instructional program. Approve the master teaching schedule and specific teaching assignments.
10. Prepare or oversee the preparation of reports, records, and all other paperwork required or appropriate to the school's administration.
11. Conduct staff meetings and coordinate professional development opportunities.
12. Supervise the maintenance of accurate records on the academic progress and attendance of students.
13. Evaluate all faculty in accordance with policy.
14. Collaborate with the business office to record and report assessment, procurement, and maintenance activities related to building and equipment.

15. Responsible for all official school correspondence, including responding to all written and oral requests for information.
16. Interpret and enforce policies and administrative regulations.
17. Forecast school needs and work directly with Superintendent and Business Manager to prepare and submit the school's budgetary requests.
18. Communicate personnel concerns to the Superintendent as appropriate.
19. Responsible for the safety and administration of the school. Plan and supervise an emergency preparedness program.
20. Maintain active relationships with students, staff, and parents.
21. Serve as a member of committees and attend meetings as directed by Superintendent.
22. Prepare and deliver monthly reports to School Board.
23. Delegate authority to responsible personnel to assume responsibility for the school in the absence of the Principal.
24. Protect the rights of and maintain confidentiality and discretion regarding school personnel, students, and general school matters.
25. Perform other duties as assigned.

Staff Development Responsibilities and Duties

- Orient newly assigned staff members and assist in their development.
- Evaluate and counsel all staff members regarding their individual and group performance.
- Responsible for the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
- Responsible for personal professional growth and development through membership and participation in professional organizations, through attendance at regional and state meetings, through enrollment in advanced courses, and professional reading.