



PRESCHOOL THROUGH GRADE 12

WE PRAY! WE LEARN! WE ACHIEVE!

St. Patrick Catholic School Announces An Exciting Leadership Position

Position: School Principal

Job Begins: 2025 - 2026

Enrollment: Approximately 157 students DK-5

Grade Levels: DK - 5

Demographics:

Portland, Michigan, is a small city with a population of approximately 3,800 residents, with growing diversity in age and socioeconomic backgrounds. St. Patrick Parish serves this community as a Roman Catholic congregation, offering spiritual support primarily to local families and individuals. St. Patrick Catholic School, affiliated with the parish, provides faith-based education to students from daycare through twelfth grade, reflecting the parish's commitment to academic excellence and moral development within a community setting.

School Culture:

St. Patrick School fosters a culture grounded in faith, academic excellence, and community engagement. Emphasizing respect, compassion, and responsibility, the school creates a supportive environment where students are encouraged to grow spiritually, intellectually, and socially. Collaborative relationships among staff, students, and families reinforce a shared commitment to developing well-rounded individuals prepared for lifelong learning and service.

Qualifications:

1. Practicing and active Roman Catholic
2. Master's degree in educational leadership or administration with state of Michigan administrator certification or a master's degree in education with a willingness to obtain administrator certification in the state of Michigan within three years
3. The candidate must have a current Continuing, Life, Permanent, Professional, Provisional, or Standard Teaching Certificate for the State of Michigan at the level of administration for which the candidate is applying
4. Understands the structures, tenets and institutions of the Catholic Church
5. Willingness to obtain Advanced Catechist certification within five years
6. Final approval of the candidate by the Superintendent

Skills:

1. Desire to foster the faith life of the community and advance the mission of the Church
2. Welcoming and personable
3. Strategic vision and planning
4. Ability to engage the community in vision
5. Collaborative team builder
6. Excellent communication
7. Curricular and co-curricular leadership
8. Operational organization and problem solving
9. Responsive decision making

Responsibilities:

1. School faith community leadership
2. Instructional leadership
3. Student affairs
4. Personnel leadership
5. Business affairs
6. Development/Institutional Advancement
7. Board Relations
8. External affairs

Accountability:

Hired by the Pastor in consideration of the Board's recommendation and with the approval of the Superintendent of Catholic Schools; Reports to the Pastor and is evaluated by the Pastor or his designee (Board Chair) according to the process established by the Superintendent of Catholic Schools. Accountable to the School Board for the areas of responsibility delegated to the Board by the Pastor and the Diocese. Accountable to the Superintendent of Catholic Schools in certain matters where diocesan policy and direction are concerned.

Salary: Competitive within the Catholic school market

Apply to: Principal Search Team, St. Patrick School, 122 West St. Portland, MI 48875

Apply by: Applications will continue to be accepted until the position is filled.

Apply with: Please attach a detailed letter of application with a resume. Complete and return the application form located [here](#).