

St. Charles Catholic School in Spokane, WA seeks a Principal beginning the 2025 academic year. St. Charles is a Catholic classical liberal arts education for pre-kindergarten and Montessori primary classroom through 8th grade.

St. Charles Catholic School is a parish apostolate faithful to the Church's mission of spreading the gospel, living a sacramental life and seeking the Truth, Goodness and Beauty that is woven by the Creator into His creation. The school prepares students to pursue excellence in all things by instructing them using a classical model from their earliest years.

The successful candidate should have exceptional leadership skills to join our talented faculty, staff, students, and families. The Principal will work with the Pastor, Assistant Principal, and Superintendent for Catholic Schools of the Diocese to help ensure the mission of St. Charles Catholic School to nurture the whole child in spiritual growth, academic excellence and moral development.

### **REQUIRED QUALIFICATIONS:**

- Be a practicing Catholic who knows and understands the Catholic faith and has a passion for Catholic education
- Views and understands the ministry of the school as part of the mission of evangelization of the parish under the guidance of the pastor
- Previous experience in Catholic liberal arts education or demonstrated knowledge of its principles and pedagogy
- Have a current Washington State Administrative Certification (or equivalent), or be in the process of obtaining these credentials
- Demonstrate excellent verbal and written communications skills, to our faculty, staff, students, families, and supporters
- Has ability to lead, support, and mentor to strengthen, inspire, and engage the faculty
- Be a visionary with creative ideas and ways to promote and inspire the community
- Possess development and marketing skills to help maintain a healthy school enrollment
- Have a strong knowledge of school finances and the budgeting process
- Initiates and fosters engaging relationships with donors and supporters of the school
- Be a visible presence during the school day and at school-sponsored functions
- Engages the school community in the life of the Parish
- Promote extra-curricular activities, such as sports, clubs, drama, and academics that enrich a student's educational experience
- Promote and foster a welcoming, faith filled, supportive, and joyous school environment
- Effectively work in an environment supported by volunteers

### **Benefits:**

- Medical, Dental, & Vision (annual eye exam) Insurance:
  - Coverage starts first day of contract
  - Available to employees and children only; spouse coverage is not offered
  - School pays 100% of the employee premium
  - Employee pays 100% of child(ren) premium - same premium regardless of number of children
- Life & AD&D Insurance: \$10,000 term life

- Long Term Disability Insurance: Pays 60% of your salary after 90 days if unable to work
- Sick Leave: 10 days per year based on contract hours
- Personal Day: One day each contract year based on contract hours (option to roll one day over to the next contract year)
- Leaves of Absence: Medical & Family Leaves, bereavement, jury duty, personal day
- Statutory Benefits: Social Security and Workers' Compensation
- Retirement Plans:
  - Employee-paid voluntary tax-sheltered annuity plan 403(b); may enroll on date of hire or anytime thereafter
  - Employer-paid retirement plan 401(a); eligible after one year of employment and 1,000 hours and 21 years of age; employer contributes 6% of salary; does not require an employee matching contribution

**SALARY RANGE:** \$97,112 - \$128,655, Offered salary is based on diocesan-wide pay for certain positions, internal equity, market data, applicant's skills and relevant experience, degrees and certifications.

Spokane is a wonderful place to live and work, has very devoted Catholic parishes and is blessed to have Bishop Thomas Daly as its pastor and strong supporter of catholic education. The city also has a vibrant downtown, amazing walking trails, five ski resorts within 90 minutes of downtown, dozens of lakes within one hour, the spectacular beauty of Spokane Falls, five universities and two medical schools, over 50 microbreweries and wine tasting rooms. The city is easily commutable outlying areas.

**TO APPLY:** Email these materials to Victoria Loveland, Executive Director of Human Resources  
[vloveland@dioceseofspokane.org](mailto:vloveland@dioceseofspokane.org); (509) 358-7338

1. Resume
2. Letter from your pastor verifying your status as a practicing Catholic
3. Cover letter responding to these questions:

Describe your philosophy of Catholic education.

Describe the uniqueness of the catholic classical liberal arts education model.

Why do you want to be Principal of St. Charles Catholic School?

What are important characteristics of a thriving Catholic school?

Review the attached statement of faith and describe the importance of its tenets.

Review of Applications begins March 15, 2025. Position starts July 1st.