

La Salle Academy
1434 N. Second Street
Philadelphia, PA 19122

**Job Description
Principal
La Salle Academy**

Position	Principal
Start Date	Summer 2025
Salary	Commensurate with Experience

About La Salle Academy

Started in 2003 and located in West Kensington, La Salle Academy (LSA) is a small, independent, Catholic grade school, educating children in 3rd through 8th grades. LSA serves children from low-income families from across Philadelphia. In the traditions of the Brothers of the Christian Schools (Christian Brothers) and the Sisters of Saint Joseph, LSA is owned by a dedicated and committed Board of Trustees. LSA’s administrative structure includes a Principal and President with the President responsible for Board Liaison, Development, Fiscal Management, Facilities/Operations, among other duties. The Principal works with the President and LSA community to create a spiritual and academic structure that ensures a high quality learning experience for all students.

Through its partnership with the Christian Brothers, LSA is a member of the District of Eastern North America’s (DENA) network of educational ministries. Among the DENA network are San Miguel schools that specifically serve children from at-risk and low-income families. LSA serves children from all faiths and backgrounds in a supportive, faith-based learning environment in the San Miguel model that includes:

- Small Classes: 15:1 student/teacher ratio
- Extended School Day/School Year (Classes extend 3 days a week until 5 pm and the school year extends to the end of July.)
- Full-Time LSA Social Worker
- On-site Nurse through the Education Plus Health Program
- Graduate Support Program that guides students through high school and post-secondary education
- Catholic High School scholarships available to LSA graduates

The La Salle Academy Community is committed to educating the whole child and acknowledging the potential in every student. We are now seeking a Principal to join our team and support our school’s mission. LSA offers a comprehensive benefits package that includes health insurance and a 403b retirement plan. LSA is an equal opportunity employer.

Responsibilities

The Principal is responsible for implementing successful spiritual, academic, social, enrichment, and behavioral management programs in the school. The Principal must be an experienced educator with successful classroom experience as well as with, or working toward, a principal certificate. The Principal oversees all academic school operations, including daily school activities to ensure La Salle Academy provides a high quality academic education, while maintaining its strong Catholic identity. The principal coordinates curricula, leads faculty and directs the school’s administrative assistant. Reporting directly to the President, the Principal works collaboratively as part of the President’s team to ensure adherence to the San Miguel model.

Specific Duties of the Principal

A. Academics/Spiritual Leadership

- a. Supports and upholds the philosophy of Catholic education and the mission of the school through liturgical celebrations, faith development, and integration of Gospel values.
- b. Ensures the implementation of a high-quality, comprehensive curriculum through the use of a variety of proven pedagogical strategies.
- c. Conducts a daily school-wide morning assembly/prayer service that promotes a strong, Catholic identity, incorporating the Seven Principles of Catholic Social Teaching.
- d. Involves the staff in formulating plans that enable the school to meet stated mission and objectives.
- e. Supervises instruction and evaluates the overall effectiveness of the academic program.
- f. Oversees and directs Extended Day (3 days/week to 5 pm) and extended year (through the end of July).
- g. Oversees reaccreditation process.
- h. Oversees recruitment and enrollment of new students.
- i. Works with parents, guardians and families to develop positive relationships to ensure a welcoming and productive learning environment for students.
- j. Ensures grant-funded programs are implemented as required.
- k. Participates in Archdiocesan District Principal Meetings, projects and activities and other appropriate programs sponsored by the Sisters of St. Joseph, the Brothers of the Christian Schools and the Philadelphia Association of Lasallian Ministries (PALM).

B. Faculty/Personnel: The Principal is the Master Teacher of the School and, as such, is responsible for the quality of teaching and curriculum.

- a. Recruits and retains qualified candidates for teaching positions, assigns teachers to their specific duties and ensures effective initiation and mentoring of new personnel into the school staff.
- b. Supervises on a regular basis all full-time and part-time teaching-related positions and conducts weekly Professional Learning Community meetings among faculty as well as regular Faculty meetings.
- c. Conducts classroom observations with all teachers and formally evaluates teachers and support staff twice a year.
- d. Maintains up-to-date personnel records on teacher performance, professional development and other activities. Works with the Business Manager to ensure updated clearances.
- e. Publishes an annual and monthly calendar of events for faculty, students, parents/guardians.
- f. Motivates teachers and provides professional development opportunities for staff to encourage professional growth.
- g. Ensures up-to-date curriculum, oversees ordering and purchasing of textbooks and other essential teaching materials.
- h. Works with the President to provide one Faculty/Staff retreat annually.

C. Students

- a. Ensures and maintains a safe, creative, dynamic, faith-filled learning environment for all students.
- b. Implements a uniform system of behavior management which fosters an environment of conducive learning.
- c. Works with the Social Worker and President to support students and their families as needs arise.

- d. Works with Graduate Support Team to provide input on the high school application process and support LSA alums on their educational journey.
- e. Tracks academic performance of students, maintaining individual student and schoolwide data on student outcomes, standardized test results, attendance, retention and graduation.

D. School Organization

- a. Attends LSA Board of Directors meetings and conducts a minimum of 3 Board Education Committee meetings annually.
- b. Participates in and supports school-wide planning meetings including the Strategic Plan process.
- c. Oversees the Extended Day/Extended School Year Enrichment Programs to ensure smooth implementation of quality program activities.
- d. Meets with the President on a weekly basis to keep each other informed on key issues, working toward consensus, particularly related to teaching staff (hiring, professional development improvement plans, etc.) and students (enrollment, suspensions, dismissals, etc.).
- e. Establishes positive relationships with parents, guardians, and local educational agencies.

Qualifications:

- A practicing Roman Catholic candidate preferred.
- A minimum of a master's degree and three to five years in administration in a Catholic school is preferred.
- Acquired or working toward a principal certification.
- Ability to demonstrate leadership skills while upholding the school's religious values and mission.
- Ability to work collaboratively with, and provide a positive environment for, all in the school community (students, parents/guardians, faculty, and staff).
- Ability to participate in Lasallian Leadership Institute.
- Clear and effective communication skills across all levels of the school community.
- Innovative team-player.
- Experience with multi-cultural and diverse communities is a plus.
- Belief in and commitment to the school's mission and San Miguel model.
- All required criminal background checks, including but not limited to Child Abuse Clearance and FBI Clearance.
- A minimum of three references.

Please email resume and letter of interest to Maria Walker, President, at mwalker@lasalleacademy.net .