

**PLEASE POST****Notice of an Administrative Opening for  
ASSOCIATE PRINCIPAL  
Holy Family Elementary School, Poland OH**

The Diocese of Youngstown is accepting applications for the position of ASSOCIATE PRINCIPAL at Holy Family School, Poland, Ohio, for the school year 2020–2021. Holy Family School is a Kindergarten through Grade 8 school with an enrollment of approximately 250 students. For more information on the school, please visit <http://www.hfspoland.org/>

**I. Qualifications:**

- Be a practicing Roman Catholic, actively committed to developing a faith community and fully supportive of the teachings of the Catholic Church. The applicant must be registered in a Catholic parish in the Diocese of Youngstown or in another diocese. If married, the applicant must be in a marriage which is recognized by the Catholic Church.
- Be able to articulate and promote a vision of Catholic school education
- Have Ohio credentials as a fully licensed administrator
- Have 10 years of experience in education in either a Catholic school or in a private or public school
- Have some special education experience
- Have demonstrated leadership ability in past or present educational assignments
- Have the capacity, enthusiasm and intelligence to inspire teachers and students, parents and community
- Be highly motivating
- Have strong interpersonal skills

**II. Description of Position of Associate Principal:**

Purpose of Position: The Associate Principal's **primary** purpose is to assist the Principal in the leadership, administration, and implementation of the school's curriculum and instructional program in accordance with Holy Family School's mission. This includes helping the Principal in enhancing the Catholic identity of the school, in the establishment of the professional development program for the instructional staff, in the guidance program, student activities, athletics, instructional technology, student discipline, and in the general operation of the building.

Opening Notice: February 3, 2020  
Deadline for Applications: March 1, 2020 or until further notice  
Interview Dates: March 9 - April 1, 2020

Send cover letter, resume and three professional references to:

Ms. Mary Fiala  
Office of Catholic Schools  
144 West Wood Street  
Youngstown OH 44503  
[mfiala@youngstowndiocese.org](mailto:mfiala@youngstowndiocese.org)

Further information may be obtained by calling (330) 744-8451, Ext. 286.