



CATHOLIC  
DIOCESE *of* RALEIGH

Office of Education  
*Catholic Schools*

# Principal *General Search Prospectus*



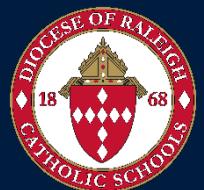
## Diocese of Raleigh Catholic Schools

Eastern North Carolina

[dioceseofraleigh.org/catholic-schools](http://dioceseofraleigh.org/catholic-schools)

START DATE – JULY 1, 2023

DIOCESE *of* RALEIGH  
Office of Education



## FAST FACTS



28

Schools and Early  
Childhood Centers



9484

PreK – 12 Students



829

Total Teachers

## OVERVIEW

The Roman Catholic Diocese of Raleigh comprises the 54 eastern counties of North Carolina, covering approximately 32,000 square miles. The Diocese is divided into eight deaneries with a total of 97 parishes and missions and four centers for campus ministry. The Diocese is served by 119 active diocesan and religious order priests. The Diocese includes 230,945 registered and an equal amount of unregistered Catholics. In addition to the growing Hispanic population, the Diocese has become home to an increasing number of Catholics from African and Asian countries. Approximately five percent of the Catholic population is native to North Carolina.

There are 28 schools within the Diocese, serving grade levels Pre-K through 12, that provide a faith-centered environment in which students are encouraged to achieve academic excellence. The enrollment at diocesan schools has increased by more than 10% over the last two years, resulting in the highest enrollment in the history of the diocese. In addition to teaching traditional academic content, the programs at our schools strive to develop the individual potential of each student by educating the whole child spiritually, intellectually, physically, and morally. Our schools nurture and sustain the God-given gifts of every student so that these gifts may be used in service to the Mission of Jesus.

The Office of Education is looking for qualified applicants for Principal and Assistant Principal opportunities in our schools.

The incoming team members must be faith-filled servant leaders who are prepared to advance the vision and mission of the Office of Education and their prospective school. They must think critically as well as bring fresh energy and innovative approaches to serving our schools. Candidates should be mission-driven and committed to implementing a bold new vision. Candidates must also have demonstrated experience in the areas of public relations and development, as well as budgetary and financial management skills.

### *Office of Education Mission Statement*

Under the authority of the Bishop, the Office of Education serves the ministry of Catholic schools in the Diocese of Raleigh. Our purpose is to ensure that Catholic Identity remains the foundation of all we do. We advance the Diocesan shared mission and vision for Catholic schools; foster collaboration, solidarity, and subsidiarity; engage in advocacy for Catholic education; and ensure compliance with laws, policies, and procedures. In partnership with pastors, principals, and directors, the Office of Education supports schools as they form disciples and scholars, strengthen families in faith, and grow equitable school communities that are affordable, accessible and inclusive.

## THE POSITION

The Principal is the ministerial and academic leader of the school, vested with the authority and the responsibility to ensure the spiritual and academic growth of the entire school community.

### Principal Preschool-Grade 8 Multiple Locations

Full Time or Part Time: Full Time  
Hours per week: 40



### Key responsibilities / day-to-day job functions

- Be an active, fully initiated, practicing Catholic dedicated to collaborative ministry and the advancement of the vision of the Church as promoted by the Second Vatican Council.
- Be dedicated to the spiritual growth of our students and faculty.
- Be a mission-driven leader with strong integrity, sound judgment, excellent collaborative skills
- Possess a commitment to academic excellence, standards-based instruction and staff development.
- Demonstrate successful experience in the areas of public relations and development, as well as budgetary and financial management skills.
- Exhibit exceptional verbal and written communication skills, proficiency in technology, ability to develop strategic and long-range planning, and be able to motivate others toward task accomplishment.
- Minimum Requirements
- Possess a Masters Degree in Educational Administration/Leadership with a minimum of 3-5 years teaching experience. Experience as a Catholic School Principal or Assistant Principal preferred.
- Possess or be eligible to be licensed as an administrator by the N.C. Department of Public Instruction.
- Successfully complete all necessary criminal background and reference checks.
- Complete Diocese-sponsored Safe-Environment Training upon hire
- Position Start Date: July 1, 2023

### How to apply

Interested, qualified candidates should apply by submitting the following materials, as well as answering the application questions via the online portal by clicking this link: [Employment Opportunities \(dioceseofraleigh.org\)](https://www.dioceseofraleigh.org/employment)

Cover letter

Résumé

A reference letter from a pastor

A statement of philosophy of education

Applications will be considered upon submission, so applicants are encouraged to apply early.



# EASTERN NORTH CAROLINA

## OUR SCHOOLS

With 28 schools already in operation, the Diocese is in a period of growth. Over the past ten years, the diocesan-wide enrollment has increased over 10%, with school year 2022-23 reaching the highest enrollment to date. As the Diocese prepares for growth and expansion, it is of the utmost importance that schools already in operation continue to adhere to the core philosophies that distinguish Catholic schools. This includes a deep and comprehensive commitment to a faith-based education, and it means striving to make a Catholic education accessible for families who desire it.

The Catholic schools of the Diocese of Raleigh admit students of any race, color, national, and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the schools. Our schools do not discriminate on the basis of race, color, national, and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, athletics, and other school-administered programs. We strive to create welcoming environments with intentional moments of encounter with Jesus Christ.



THE ROMAN CATHOLIC  
DIOCESE of RALEIGH

*Catholic Charities Offices, and Catholic Schools*

ALBEMARLE	CAPE FEAR	FAYETTEVILLE	NEW BERN	NEWTON GROVE
 <p><b>Catholic Charities Office</b> 113 Market Street Hertford NC, 27944 (252) 426-7171</p>	 <p><b>Catholic Charities Burgaw Office</b> 1903 U.S. 117 Burgaw, NC 28425 910-259-5153</p> <p><b>Catholic Charities Office</b> 20 N. 4th Street, Suite 300 Wilmington, NC 28401 910-251-8130</p> <p><b>St. Mark Catholic School</b> 1013 Eastwood Road Wilmington, NC 28403</p> <p><b>St. Mary Catholic School</b> 217 S. 4th Street Wilmington, NC 28401</p>	 <p><b>Catholic Charities Office</b> 726 Romney St. Suites 10 &amp; 11 Fayetteville, NC 28301 910-424-2020</p> <p><b>Sacred Heart Preschool</b> 300 Dundee Road Pinehurst, NC 28384</p> <p><b>St. John Paul II Catholic School</b> 2922 Camp Easter Road Southern Pines, NC 28387</p> <p><b>St. Ann Catholic School</b> 365 North Cool Spring St. Fayetteville, NC 28301</p> <p><b>St. Patrick Catholic School</b> 1620 Morfborough Road Fayetteville, NC 28304</p>	 <p><b>Catholic Charities Office</b> 502 Middle Street New Bern, NC 28560 252-638-2188</p> <p><b>Annunciation Catholic School</b> 246 East Main Street Havelock, NC 28532</p> <p><b>St. Eibert Catholic School</b> 1705 Evans Street Morehead City, NC 28557</p> <p><b>Infant of Prague Catholic School</b> 501 Barbours Street Jacksonville, NC 28540</p> <p><b>St. Paul Catholic School</b> 3007 Country Club Road New Bern, NC 28562</p>	 <p><b>Catholic Charities Office</b> 4051 US-10 BUS Clayton, NC 27520 919-941-0802</p> <p><b>St. Mary School</b> 1601 Edgerton Street Goldboro, NC 27530</p>
PIEDMONT	RALEIGH			TAR RIVER
 <p><b>Catholic Charities Office</b> 3711 University Drive Suite B Durham, NC 27707 919-286-1964</p> <p><b>Centro La Comunidad</b> 142 S. Lexington Ave. Suite B Burlington, NC 27215 336-222-6668</p> <p><b>Blessed Sacrament Catholic School</b> 515 Hillcrest Avenue Burlington, NC 27215</p> <p><b>Immaculate Catholic School</b> 721 Birch Avenue Durham, NC 27701</p> <p><b>St. Thomas More Catholic School</b> 920 Carmichael Street Chapel Hill, NC 27514</p>	 <p><b>Catholic Charities Office</b> 3000 Highwoods Blvd. Suite 125 Raleigh, NC 27604 919-390-6555</p> <p><b>Centro para Familias Hispanas</b> 2015 Raleigh Blvd. Raleigh, NC 27604 919-873-0294</p> <p><b>Cary Counseling Office</b> 1150 NW Maynard Road Suite 110 Cary, NC 27513 919-888-3065</p> <p><b>Catholic Parish Outreach Food Pantry</b> 2015 Raleigh Blvd. Raleigh, NC 27604 919-873-0295</p> <p><b>Cathedral School</b> 204 Hillsborough Street Raleigh, NC 27603</p> <p><b>Oak City Outreach Center</b> 215 South Person Street Raleigh, NC 27601</p> <p><b>Cardinal Gibbons High School</b> 1401 Edwards Mill Road Raleigh, NC 27607</p> <p><b>Our Lady of Lourdes Catholic School</b> 2770 Overbrook Drive Raleigh, NC 27608</p> <p><b>St. Andrew Early Childhood Center</b> 3008 Old Raleigh Road Apex, NC 27502</p> <p><b>St. Catherine of Siena Catholic School</b> 520 West Holding Ave. Woke Forest, NC 27687</p> <p><b>St. Francis of Assisi Preschool</b> 7140 Leesville Road Raleigh, NC 27615</p> <p><b>St. Mary Magdalene Catholic School</b> 625 Miggdale Place Apex, NC 27502</p> <p><b>St. Michael Catholic School</b> 810 High House Road Cary, NC 27513</p> <p><b>St. Michael Preschool</b> 804 High House Road Cary, NC 27513</p> <p><b>The Franciscan School</b> 10000 St. Francis Drive Raleigh, NC 27615</p> <p><b>St. Raphael Catholic School</b> 585 Falls of Neuse Road Raleigh, NC 27609</p> <p><b>St. Raphael Preschool</b> 5801 Falls of Neuse Road Raleigh, NC 27609</p>	<p><b>St. Michael Preschool</b> 804 High House Road Cary, NC 27513</p> <p><b>The Franciscan School</b> 10000 St. Francis Drive Raleigh, NC 27615</p> <p><b>St. Raphael Catholic School</b> 585 Falls of Neuse Road Raleigh, NC 27609</p> <p><b>St. Raphael Preschool</b> 5801 Falls of Neuse Road Raleigh, NC 27609</p>		 <p><b>Catholic Charities Office</b> 2780 B Dickinson Ave. Greenville, NC 27834 252-955-9111</p> <p><b>Our Lady of Perpetual Help Catholic School</b> 315 Hammond Street Rocky Mount, NC 27804</p> <p><b>St. Peter Catholic School</b> 2606 East Fifth Street Greenville, NC 27858</p>