

Search Prospectus

Principal

Saint Mary Catholic School
Fort Walton Beach, Florida



A Message from Our Pastor

My philosophy of education is to begin with the beautiful, which leads you to the good, which leads you to the truth.

My vision for our school is one that aligns with our parish vision: To be “a place where it becomes impossible not to share Jesus with the world.” (Acts 4:20) We want to be an environment that forms missionary disciples, i.e., we want to form our children to be disciples of Christ, who can not only skillfully defend their faith, but go out and make other disciples for Christ. Thus, we will evangelize and catechize them and teach them through experience, and practice, to be skilled evangelizers and apologists. I want our children to learn to love God, Father, Son, and Holy Spirit for life. While they are our students, I want them to learn how to experience Jesus personally through the sacramental life of the Church and intimately feel their relationship with Christ.

Academically, I want our children to love learning, so that they love learning for life. I want them to learn to think critically and be joyful, relational people, with solution finding spirits who understand life as a spiritual journey and are committed to the lifelong process of growing and learning in the Lord. I pray each of our beloved students see their entire life as a mission rooted in the love of God, his Son Jesus Christ, and empowered by the Holy Spirit.

- Rev. Doug Halsema

Mission Statement

Dedicated to Catholic values, Saint Mary Catholic School is a Christ-centered educational community committed to academic excellence, spiritual growth, individual responsibility, and service to others.

From Our Bishop

Evangelization, put simply, is a means to awaken in people's hearts a love of God and an adherence to the Gospel of Jesus Christ.

There is a great deal of urgency here. Whereas in the early centuries after the resurrection, the people embraced the faith because it was completely new, most people today have already heard about Jesus and the Gospel. . . The goal is not just to bring people back to church; it is to help them to find LIFE in Christ Jesus. We need not get caught up in the thinking that one needs to be eloquent or perfect before one evangelizes. No, this is something for every baptized person. We have the authority, the power and the commission to do this.

- *Sharing the Gift, Pastoral Letter, Bishop William A. Wack, CSC November 6, 2021*

Fast Facts

407

K3-8 Enrollment in
2021-2022

1450

Number of Families in
Saint Mary Parish

30%

of our teachers hold
Master's Degrees

24%

Middle schoolers rank
in the top 5% in reading
& math

29%

Middle schoolers
qualify for the Johns
Hopkins Talent Search
Program

90%+

Middle schoolers
participate in extra
curricular activities



- We are fully accredited through Florida Catholic Conference
- National recognized Blue Ribbon School in 2005.
- Retreats for all grades from K to 8th Grade
- Family environment with an atmosphere of inclusion and tolerance.
- We have a Gifted Education Program, and participate in the Duke Tip Gifted and Talented Program.

The Spiritual Role of Our Principal



The primary job of a Catholic school, and therefore the primary responsibility of our principal, is to build disciples for Christ who learn to also make disciples for Christ. Everything else is secondary.



Our principal must encourage parents to assume their role as the primary catechists of their children. Parents cannot outsource religious instruction to schools or RE programs. For better or for worse, children will follow their parents' example.



Our principal is responsible for the spiritual formation of our school staff. This means more than just the occasional diocesan formation class; it means forming them through prayer, retreats, and spiritual reading, and inviting/encouraging them to participate in the faith.



As part of the oversight of curriculum, our principal must ensure that all textbooks and materials used in our school conform to the teachings of the Catholic Church.



Finally, our principal must be an example of joyful faith and holiness to our school and parish staff, faculty, and students.

The Overall Role of the Principal

Job Title:	Elementary Principal
Starting Date:	July 1, 2022
Reports To:	Pastor; Superintendent of Catholic Schools
FLSA Status:	Exempt



Purpose:

Appointed by the Pastor and Superintendent, the Principal serves as the chief administrator for the largest and most important ministry of Saint Mary Catholic Church, providing leadership and vision and ensuring superior quality in the curricular, co-curricular, and administrative programs toward attainment of the school's mission of educating missionary disciples of Jesus Christ.

A practicing Catholic in good standing with the Roman Catholic Church, the Principal upholds and models a moral code consistent with the teachings of the Roman Catholic Church and the mission of the parish and school. As primary educational leader, the Principal encourages an environment for faculty and staff to create a superlative and rigorous academic program through which students prepare themselves for future studies.

As well, the Principal bears ultimate responsibility for the integration and implementation of faith programming for both students and faculty. The Principal coordinates the program of supervision and evaluation of the faculty and is responsible for the successful day-to-day operation of the academic and business components of the school through effective delegation of responsibilities to the appropriate faculty and staff.

Scholarship Opportunities

We are a Florida Step up for Students School and a McKay Scholarship School.



Position Requirements

1. Implements the Pastor's vision for the school as a ministry of the parish and the Superintendent's vision for the school within a system of Catholic schools
2. Serves as a member of the Pastor's Parish Leadership Team with its weekly commitment in assisting in the overall leadership and vision of the parish
3. Ensures all personnel, programs, mission, goals and objectives of the school are aligned with the parish vision and playbook, and thereby achieve the mission, goals and objectives of the school
4. Attends Sunday Mass at Saint Mary every week, maintains active registration with the parish and maintains a visible presence in the parish church community
5. Ensures the school upholds the teachings of the Roman Catholic Church
6. Ensures all personnel uphold Diocesan and school policies
7. Oversees the development of all curricular and co- curricular programs through direct reports
8. Oversees the supervision and evaluation of all personnel and other human resource matters
9. Oversees school finances, the budgeting process, and proper maintenance of facilities
10. Oversees communications, enrollment management, and fundraising through direct reports
11. Serves as principal representative for students and their parents
12. Serves as principal representative to all external entities
13. Assists in the development, coordination, and execution of the school's accreditation and strategic planning processes
14. Attends all Diocesan Principal meetings and fully participates on Principal committees at the direction of the Superintendent
15. Any and all other duties required or assigned to ensure the successful operation of the school



Evaluation

The Pastor and Superintendent of Catholic Schools will evaluate the Principal each year. The evaluation will be based on diocesan policy and the duties and responsibilities listed here within. Information for the evaluation will be gathered from the administration, faculty, and staff of Saint Mary Catholic School.



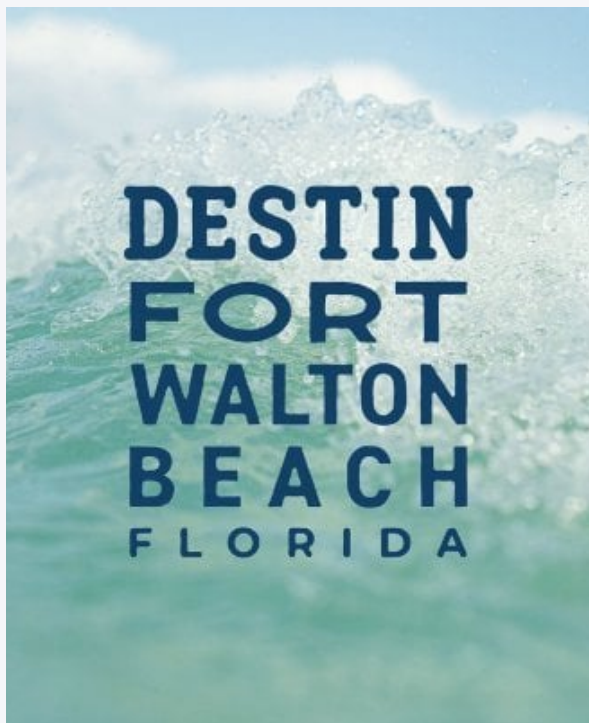
Minimum Qualifications for Applicants

The Principal will be a dynamic, energetic leader who facilitates learning, growth, and collaboration both inside and outside the classroom. The Principal will be a practicing Catholic who holds a genuine commitment to Catholic education and the ability and willingness to relate well to students and members of the school community and to interact with them regularly. The Principal must be open to new ideas and able to effectively implement policies and programs that further the school's mission.

The Principal must have the ability to obtain administrative certification in the State of Florida and hold a minimum of a Master's degree in an education-related discipline. The Principal must have a successful background in teaching and leadership/administrative experience in a school setting. The Principal must understand, embrace, and be able to articulate the mission and vision of Catholic education. It is important that the Principal create a collaborative, positive, and inclusive environment conducive to open communication.

About Fort Walton Beach

Fort Walton Beach is a seaside community in Okaloosa County, Florida bordered by the Santa Rosa Sound to the south and Choctawhatchee Bay and Cinco Bayou to the north. There's a reason – or really, many – that people who come to this part of the Emerald Coast on vacation, on military assignment, or have just passed through often return to make it their home. It has something to do with our coastal lifestyle, of course, and the natural beauty that surrounds us. But more than that, it's the people, the traditions, and the military heritage that makes them want to call this “home.” Our largest employers are by far the U.S. military, the hospitality industry, and defense contractors.



Schools, Neighborhoods, and Businesses

The City of Fort Walton Beach is home to 19,507 full-time residents. (2010 U.S. census) The small-town atmosphere includes eleven traditional neighborhoods, seven of which are located along the shoreline, and each with their own distinct personality and charm. The area boasts many locally-owned and operated businesses along with nationally top-ranked public and charter schools with a low teacher-to-student ratio. Schools are a part of our neighborhoods, linked by fitness trails, sidewalks and public parks.

Activities

- Beaches
- Boating
- Fishing
- Golf
- Hiking
- Museums
- Shopping





Surrounding Area and Culture

The Greater Fort Walton Beach area is made up of Fort Walton Beach and five adjacent communities: Mary Esther, Shalimar, Ocean City, Wright, and Cinco Bayou. Our military neighbors are Eglin Air Force Base and Hurlburt Field, with additional military units at the US Coast Guard Station, Destin, the 919th Special Operations Wing at Duke Field, and the 7th Special Forces Group at Eglin. It's a warm and friendly community - with a strong sense of family, tradition, and patriotism, combined with a generous nature.

History

Founded in 1937, the City has a “small town” feel with the benefits of an urban community.

The City is rich with Native American history dating back 14,000 years. The earliest permanent settlers began arriving not long after Florida became a territory in 1821. In early 1861 the Walton Guards established an encampment in the area, named Camp Walton after Colonel George Walton, the acting governor of Florida. In 1868 John T. Brooks purchased 111 acres in what is now downtown Fort Walton Beach and the area Brooks Landing. The most significant factor in the City's growth was the creation, and later expansion, of what is now Eglin Air Force Base in 1937.



Search Process

Interested applicants should forward a letter of interest and curriculum vitae to Donna Bass at the Diocese of Pensacola-Tallahassee's Office for Catholic Schools.

principalsearch@ptdiocese.org



THE CATHOLIC DIOCESE
of
PENSACOLA TALLAHASSEE

The position will be open until filled.



Saint Mary Catholic School
110 Robinwood Drive SW
Fort Walton Beach, FL 32548
Diocese of Pensacola-Tallahassee
www.saintmaryschool.net

