

PRINCIPAL SEARCH

URSULINE ACADEMY

Cincinnati, Ohio

ursulineacademy.org

Start Date: July 2023



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission

In the Catholic tradition of Ursuline education, the mission of Ursuline Academy is to prepare the young woman for college and beyond by nurturing her soul, intellect, heart, and imagination.

Philosophy

In the vision of St. Angela Merici, Ursuline empowers the young woman to recognize her unique gifts, to give voice to her ideals, to strive for personal and academic excellence, to seek justice through actions inspired by Gospel values, and to accept the challenge of human freedom with its accompanying responsibilities. Ursuline welcomes diversity and fosters community in an atmosphere of mutual respect. Consistent with the Ursuline charism that values the uniqueness of each person, we welcome and embrace diversity.

Vision Statement

Ursuline Academy cultivates young women who are motivated by intellectual curiosity, spiritual discernment, and service to others. Using a personalized and innovative approach, Ursuline Academy empowers students to recognize their strengths and create opportunities for their own learning and growth. Graduates of Ursuline Academy are leaders in their professions and communities whose faith in God is integrated into every aspect of their lives.

At a Glance



Established
1896



Total enrollment
507



Financial aid awarded
\$1.6M



Student-faculty ratio
12:1



Students of color
9%



Total faculty
46



Faculty with advanced degrees
80%



Campus size
13 acres

Zip codes represented: 50+

Students receiving aid: 35%

Endowment: \$16.5M

Annual operating budget: \$8M

AP courses: 23

Co-curricular clubs and activities: 34+

Ongoing service projects: 17

Athletic teams: 26



Overview

Ursuline Academy is an independent, college preparatory Catholic high school for young women in grades 9-12 and was founded by the Ursuline Sisters of Brown County in 1896. In the early 1970's, the Sisters purchased a beautiful parcel of land in what has become a vibrant yet friendly neighborhood on the east side of the city and designed the campus to accentuate its commitment to student-centered education. With open classrooms and built upon the commitment to fostering listening and conversations, encouraging respectful dialogue, and allowing time for reflection and prayer, the campus is both welcoming and inspiring.

Ursuline Academy offers a rigorous academic program that is innovative by design. The mod schedule, unique to Ursuline, instills valuable time-management skills as students make choices during their days as to how to use their free time. The six-day rotation cycle offers students and teachers the option to schedule classes not only with different time slots but also opportunities for students to “double up” their course load with subjects they love. This flexibility prepares the students for college and life.

The school operates under the President/Principal model where the Principal reports to the President and is responsible for inspiring academic excellence, overseeing the academic day-to-day student experience, and leading the faculty to embrace best practices of teaching and learning.

The Principal will be expected to value the Ursuline charism that appreciates the uniqueness of each person, welcomes diversity, and seeks to build community.



Key Responsibilities

Mission and Values

- Promotes and models the mission of Ursuline Academy and fosters the traditions, philosophy, relationships, and practices that determine the school's climate and culture for students, parents, and faculty and student support staff.
- Enables integrating a lived commitment to Ursuline's belief statements into all aspects of Ursuline Academy's academics and student life.
- Supports and upholds the philosophy of Catholic education and the Ursuline charism of the school.

Instructional Leadership and Curriculum Development

- Directs instructional leadership across all academic and enrichment programs. Establish and implement educational goals and objectives for the school.
- Establish and promote high academic standards and expectations to continually develop highly effective teaching capabilities.
- Inspire a community of learners and instill a growth mindset among faculty and students.
- Direct the ongoing development, evaluation, and improvement of curriculum, instruction, and assessment, and ensure alignment with the school's mission, vision, and philosophy statement.
- Provide direction and manage the planning and implementation of the academic, enrichment, visual and performing arts, athletics, and summer programs.
- Provide direction and manage the accreditation and reporting process, maintain data tracking in alignment with accreditation requirements.
- Coordinate professional and academic development for faculty.
- Encourage experimental and innovative programs that will improve instruction/learning.
- Select and oversee the administration of standardized testing and other evaluative tools to assess student progress.

Student and Community Relations

- Promote an effective learning climate in the school.
- Facilitate opportunities for parent involvement in educational and extracurricular opportunities, including with parent volunteers and committee groups. Develop positive and productive strategic relationships to ensure success with all constituents.
- Promote high standards of student conduct. Oversee the consistent implementation of the student handbook, make the final decision regarding student suspensions and dismissal, and inform the President.



- Manage the receipt and review of all student and/or parent involved concerns or complaints that were not been resolved at the faculty/student level. Manage student and family relations.
- Organize and administer the student orientation program.
- Ensure compliance with the State of Ohio and Archdiocesan guidelines for the protection of children and youth.
- Assume responsibility for the safety, conduct, and well-being of students while on school grounds or while under school supervision.
- Develop well-rounded students with strong Catholic values and a commitment to service.
- Attend special events as needed which may include extracurricular, athletic, scholastic, and development.

Human Resources

- Direct the activities of the main office support staff in the performance of their duties.
- Establish and model a strong professional, growth-minded faculty culture.
- Serve as a liaison between the faculty/staff and the President.
- Facilitate the growth and evaluation process for all direct reports (faculty, main office support staff, and programmatic directors) and conducts the annual review.
- Manage the hiring process, i.e., recruit, interview, and in consultation with the President, hire all faculty, and programmatic directors. Administer contracts, with approval of the President.
- Recommend the termination of an employee whose work is unsatisfactory, according to established procedures, to the President. Conduct the termination process for direct reports.
- Supervise instruction of school faculty and hold individual and group conferences with teachers regarding methods of improving instruction.
- Develop and recommend a faculty staffing plan and structure that will ensure that the purposes of the school can be achieved within budget.
- Engage an Administrative Team that collaborates in making sure there is effective two-way communication with all constituencies associated with the school.
- Keep current regarding trends, developments, and research as they pertain to education and school operation by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.



Other Responsibilities

- Develop a positive, collaborative working relationship with the President.
- Participate as a member of the Enrollment and Marketing Committee. Evaluate and develop criteria and standards for the admissions policy, review applications, engage, or respond to, and make decisions on admissions.
- Lead Administrative Team meetings, participate as member of the Cabinet.
- Member of Facilities Committee, attend and participate in meetings.
- Attend Board meetings as requested by the President and/or Board Chair.

Financial

- In collaboration with the Director of Finance, manage and collaborate on the academic and programmatic budget, provide input on facilities and services, ensure proper budget controls for instructional materials.

Opportunities and Challenges

Focus on enhancing enrollment by strengthening the school's reputation in the greater community. We are known as a warm and inclusive school, but we also have a very distinguished academic tradition and vision. Make sure that our messaging reflects the genuinely stellar quality of teaching, learning and student outcomes at the school.

- Continue to emphasize our commitment to encouraging each student to become the best version of herself;
- It is important to underscore and highlight our Catholic identity and Ursuline values;
- Together with the President, implement strategies to increase enrollment and partnerships with area Catholic, independent, and public schools.



Qualifications and Personal Attributes

- Collaborative, relatable, mission-driven, and empathetic;
- Be able to build a sense of teamwork among faculty and staff and instill best practices of teaching and learning into each academic discipline and extracurricular program;
- With the president, focus on community-building both internally and externally so that all members of the Ursuline family fully embrace the mission;
- Approachable and visible both in the school and in the larger community;
- Be grounded in faith and be willing to let faith shape decision-making;
- Be creative and courageous and clear.

Learn More

Click on the links below to learn more about Ursuline Academy.

[School Website](#)

[Diversity and Inclusion](#)

[School History](#)

[School Profile](#)

[Virtual Tour](#)

[About Cincinnati, Ohio](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Barbara Daush

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