

# Diocese of Nashville

<https://dioceseofnashville.com/job/principal-2/>

## Principal

### Description

Immaculate Conception Parish, Clarksville, Tennessee in the Diocese of Nashville, seeks a Principal for Immaculate Conception School (ICS), a Pre-K through Eighth Grade Diocesan school.

- The current enrollment is 125 students with a lay faculty and staff of twenty.
- In addition to Faith Formation Class, students enjoy a full complement of courses with a focus on STREAM for K-8 students, Fine Arts (general music, movement, band, choir & visual art), physical education, and computer instruction.
- Extra-curricular activities include Junior Legion of Mary, Beta Club, Chess, Cross Country, Swim and Volleyball.
- ICS is fully accredited through Cognia district-wide accreditation and will seek STEM/STEAM Certification through the State of Tennessee in School Year 2025-2026

### Community Summary

- Clarksville is located thirty-five miles northwest of Nashville and is one of the fastest growing communities in the state of Tennessee. Montgomery County borders Kentucky to the north and shares the storied U.S. Army 101st Airborne Air Assault Division at Fort Campbell, Kentucky. Many parish and school families are posted at Fort Campbell, providing global perspectives and enriching diversity in our community.
- Austin Peay State University, named for a former Governor of Tennessee, is located two blocks from our Parish campus and is the fastest growing university in the state. Our school is working with the University to provide advanced degrees and additional certifications to our faculty.
- Immaculate Conception Parish is rich in history and diversity with a chapel and rectory on the Historic Registry. Regular Masses in English, Spanish, Korean, and Vietnamese as well as a "Typica" Ukrainian Service are celebrated.

### Primary Duties and Responsibilities

1. Ensure a strong Catholic identity by effective leadership and unquestionable example.
2. Ensure the safety and security of all souls on school property.
3. Ensuring student learning is the constant goal.
4. Oversee all aspects of the school's operation.
5. Develops curriculum through collaboration with stakeholders and appropriate to students' needs in accordance with directives from the Diocesan Schools Office and the State of Tennessee.
6. Promotes school growth through professional development, professional learning communities, faculty and staff meetings and yearly performance reviews.
7. Prepares, gains approval, and manages the school budget to ensure the financial well-being of the school.
8. Develops and leads initiatives to continuously increase student enrollment and fundraising.
9. Serves as chief communicator of the school, always striving to promote

### Hiring organization

Immaculate Conception School,  
Clarksville

### Job Location

Clarksville, TN

### Date posted

November 25, 2024

### Valid through

31.01.2025

By 31 January 2025, submit your resume, cover letter, professional licenses, and three references: [Catholic Diocese of Nashville – Principal Application](#)

transparency, by maintaining positive and productive interpersonal relationships with staff, parents, pastor, Diocese, parishioners, and the community.

### **Leadership Skills and Abilities**

Applicants must:

- Be a practicing Catholic.
- Possess or in pursuit of a master's degree or higher from a regionally accredited college or university. The degree should include a State Board-approved Instructional Leadership License or preparation program.
- Demonstrate knowledge of effective school communications, operations and management.
- Employ collaborative practices to engage all stakeholders in the mission of the school.
- Successful experience as a chief administrator in a Catholic school is preferred.

### **How to Apply**

By 31 January 2025, submit your resume, cover letter, professional licenses, and three references: [Catholic Diocese of Nashville – Principal Application](#)