

# Diocese of Nashville

<https://dioceseofnashville.com/job/principal-3/>

## Principal

### Description

Sacred Heart Catholic School in Lawrenceburg, Tennessee, is seeking a dynamic and visionary Principal, effective in the 2025-2026 school year.

The Principal will lead the school's mission to model God's love and the Catholic Faith for the life of the world, fostering a strong Catholic identity while delivering an academically rigorous and holistic education for students from Pre-K through 8th grade. We also operate Sacred Heart Catholic Preparatory School, a small co-op for 9-12th Grade students using Seton Home Study Curriculum. All students attend Mass daily. Daily Mass is an integral and essential part of our school day. Lawrenceburg, TN, is a growing city in southern Middle Tennessee. Our county's Catholic history is an interestingly beautiful one, too large to print in an overview. SHS has been educating children for over 150 years.

### Mission

Our mission is to model God's love and the Catholic faith for the life of the world.

### Vision

The school's vision is to cultivate an exceptional learning environment where students grow academically, physically, and spiritually.

### Key Responsibilities

- **Spiritual Leadership:** Be a practicing Catholic, serious about your Faith, setting an example of faith through daily actions and leadership.
- **Academic Leadership:** Ensure a high standard of academic rigor, aligned with Diocesan directives and the needs of the student body. Collaborate with administration, faculty, and staff to develop a dynamic and engaging curriculum that highlights a truly holistic education.
- **Community Engagement:** Build and nurture relationships with students, faculty, parents, the Diocese, and local parishes. Act as the face of the school, promoting its mission and recruiting within the broader community.
- **Enrollment and Fundraising:** Lead efforts to grow the school's enrollment through strategic initiatives and oversee fundraising activities.
- **School Operations:** Oversee all aspects of school operations, including budgeting, facilities management, and compliance with state and diocesan guidelines. Ensure the safety and well-being of students, faculty, and staff.
- **Professional Development:** Promote continuous professional growth for faculty and staff through ongoing training, evaluations, and collaboration to ensure high-quality instruction.
- **Communication:** Serve as the chief communicator of the school, fostering transparency and maintaining positive relationships with all stakeholders. Ensure effective communication within the school community, including regular updates to parents, faculty, and the Diocese.

### Qualifications

- Practicing Catholic with a deep understanding of Catholic education and a commitment to upholding the entirety of the teachings of the Church.
- Strong leadership qualities, namely driven by industry standard texts and programs like "The Advantage," "Working Genius," and "Extreme

### Hiring organization

Sacred Heart Catholic School

### Job Location

Lawrenceburg, TN

### Date posted

March 7, 2025

### Valid through

07.06.2025

Interested candidates should submit a resume, cover letter, and three professional references in the [Application Link](#).

Ownership.” Experience in school administration, particularly within a Catholic school context.

- Minimum of 3 years of experience in a leadership role with demonstrated success in managing responsibilities.
- Master’s degree (or higher) in Educational Leadership, Administration, Marketing, Public Relations, Finance, or a related field
- Proven ability to develop and manage budgets, fundraising efforts, and school growth initiatives. Financial literacy is essential.
- Strong interpersonal and communication skills, with the ability to inspire and collaborate with the entire variety of stakeholders.
- Must be able to work with administrative team as a collaborator, consult and offer feedback on ideas and execution of plans, assist with the implementation of such plans.
- Experience in creating and maintaining a positive school culture, focused on student success and faculty development.

#### **Additional Attributes**

- Entrepreneurial spirit with a proactive approach to problem-solving.
- Visionary mindset with the ability to create and implement a compelling long-term strategy for the school.
- Ability to foster a collaborative, faith-centered, disciplined, and friendly school environment.
- Experience working in partnership with diocesan offices, parish leadership, and community stakeholders.

#### **Application Process**

Interested candidates should submit a resume, cover letter, and three professional references in the [Application Link](#). In the cover letter, please detail your experience and qualifications for this leadership role in a Catholic school setting.