



Job Posting: High School Principal  
Full –Time

Tri-Cities Preparatory High School 9612  
St. Thomas Dr.  
Pasco, WA 99301

Tri-Cities Prep is an independent Catholic High School located in Pasco, Washington. It was incorporated in 1994 and offers a rigorous, college-preparatory academic experience in a faith-centered environment. The Ignatian roots of our school are reflected in our mission and guiding documents. Our aim is to form women and men of character, competence, and compassion who are prepared to lead respectfully and serve generously.

Tri-Cities Prep seeks a Principal with exceptional leadership skills to join our talented faculty, staff, students, and families. The Principal will work with the President and our Board of Directors to help maintain the mission of Tri-Cities Prep.

#### **QUALIFICATIONS**

Interested candidates will:

- Be a practicing Catholic who has knowledge and understanding of the Catholic faith and a passion for Catholic education. The candidate must also be welcoming of all faiths.
- Have a current Washington State Administrative Certification (or equivalent). The candidate may also be in the process of obtaining such credentials.
- Demonstrate excellent communications skills, both written and oral, to our faculty, staff, students, families, and supporters.
- Support, lead, and mentor in a manner that strengthens, inspires, and engages the faculty.
- Be a visionary, with creative ideas and ways to promote Tri-Cities Prep and inspire the Prep community.
- Possess development and marketing skills to help maintain a healthy school enrollment.
- Have a strong knowledge of school finances and the budgeting process.
- Possess a working knowledge of and experience with the latest proven educational practices.
- Work closely with the President and Board of Directors.
- Be a visible presence during the school day and at school-sponsored functions.
- Promote extra-curricular activities, such as sports, clubs, drama, and academics that enrich a student's educational experience at Tri-Cities Prep.
- Promote and foster a school environment that is welcoming, supportive, and fun.
- Effectively work in an environment that is supported by volunteers.
- Demonstrate integrity and fairness when dealing with student accountability.

- Consistently apply school policy and render required discipline in an equitable manner that is consistent with the mission of Tri-Cities Prep.

**SALARY**

Salary is negotiable depending on experience. Employer paid benefits include health and dental insurance, HSA contribution, long- and short-term disability Insurance, and 401K match and contribution.

**PASTORAL LETTER**

Candidates shall submit a letter from their parish priest verifying their status as a practicing Catholic.

**SUPPLEMENTAL QUESTIONS**

As part of the application process, candidates shall submit written responses to the following:

1. Describe your philosophy of Catholic education.
2. Why do you wish to work at Tri-Cities Prep?
3. What are important characteristics of a thriving Catholic high school?
4. What contributions will you bring to Tri-Cities Prep?

Please submit your cover letter, resumé, a letter from your pastor, and answers to the supplemental questions by email to: [ljacobs@tcprep.org](mailto:ljacobs@tcprep.org)

Application deadline: March 9, 2018

Position begins: July 1, 2018

Contact: Lisa Jacobs, President, [ljacobs@tcprep.org](mailto:ljacobs@tcprep.org), 509.546.2465 [www.tcprep.org](http://www.tcprep.org)