



**St. Clare**  
Catholic  
School

Faith • Integrity • Discipline • Knowledge

**St. Clare Catholic School, O'Fallon, Illinois is seeking an elementary school Principal.**

The position is available July 1, 2021.

St. Clare Catholic School has provided continuous, quality Catholic education to the O'Fallon community for over 150 years as part of the Belleville Diocese. St. Clare Catholic School currently educates 386 Kindergarten through 8th grade students and is a ministry of three parish communities: St. Nicholas Parish, Corpus Christi, and St. Clare of Assisi.

The principal is responsible for the overall operation and management of the school. The principal must be a spiritual and visionary leader who can unite our faculty, staff, and parish/school community in collaborating for the greater good of the Catholic Church; create an environment that promotes the Catholic faith and moral teachings; develop strategic initiatives to promote growth; and manage the financial assets of the school. The principal works closely with the assistant principal to cultivate the spiritual and professional growth of faculty and staff through strong management skills. Curriculum development and faculty evaluations are a joint focus of the principal and assistant principal.

Applicants must hold a Master's Degree and an Illinois Administrator Endorsement (Type 75); experience in K-8<sup>th</sup> grade teaching and/or administration; management and budgetary experience; and familiarity with Catholic education is preferred. Applicants are required to be a faithful, committed Catholic who understands and accepts the teachings and disciplines of the Catholic Church.

To apply: Send cover letter, résumé, transcripts, three current letters of recommendation, proof of Illinois Professional Educator's License with General Administrative Endorsement to St. Clare Catholic School, Attention: Interview Committee, 214 W. 3<sup>rd</sup> Street, O'Fallon, IL 62269 or email [christina.howard@saintclareschool.org](mailto:christina.howard@saintclareschool.org). Applications will be accepted until position is filled.

*St. Clare Catholic School is a partnership of motivated students, dedicated faculty, and clergy, involved parents, and supportive parishioners. We believe a quality Catholic education to be an essential ministry of the Church in not just forming strong students but forming strong Catholics.*

*Our mission is to teach our children to know, love, and serve God and to prepare them to become responsible members of the world community. We strive for academic excellence and development of the whole person, while fostering self-respect and respect for others based on the example of Jesus Christ.*

214 W. Third Street • O'Fallon IL 62269 • 618-632-6327  
[www.saintclareschool.org](http://www.saintclareschool.org)  
A Ministry of St. Clare, St. Nicholas, and Corpus Christi Parishes