



PRINCIPAL

July 1, 2015

CARONDELET HIGH SCHOOL

Concord, California

THE SCHOOL

Founded in 1965 by the Sisters of St. Joseph, Carondelet is an 800 student independent Catholic girls' high school in the suburbs east of Oakland, Berkeley and San Francisco. Occupying a well-maintained and attractive seven-acre campus in the city of Concord, Carondelet (pronounced "car-on-de-let") is adjacent to its brother school, De La Salle High School, operated by the Christian Brothers. Together, the two schools are a powerhouse of educational and athletic distinction both in the East Bay and nationally.

Among other national organizations, Carondelet is a member of NAIS, WASC and NCEA.

At the heart of Carondelet has been the Sisters of St. Joseph's (CSJ) legacy of courage and their commitment to champion young women. Through the CSJ mission, the School lives out its call to excellence tempered with peace and joy and its abiding interest in service to our "dear neighbor without distinction."

THE MISSION AND THE VISION

"Carondelet educates, challenges, and enables young women to integrate gospel values, to intelligently apply these values to their lives, and to reflect these values through leadership and service to the greater community." (Mission Statement)

"Carondelet High School...will serve those seeking to become all of which woman is capable through a curriculum that integrates intellectual, moral, physical, psychological, social, and spiritual development.

Carondelet High School will model collaboration among students, faculty, parents, alumnae, Board, and the greater community.

Integrating a counter-cultural stance based on gospel values, the School will nurture an environment of risk-taking that enables each person to assume roles of leadership.

Graduates of Carondelet High School will know their responsibility to reflect the CSJ charism of unity and reconciliation in their personal and professional lives." (Vision Statement)



THE PHILOSOPHY

“We believe that education is a religious activity as stated in the Catholic tradition, and we seek to open students to a knowledge that they are children of God and bear responsibilities as members of the human community.

We believe in the development of and within the school of a Christian community which enriches the lives of our students, promotes their spiritual growth, and fosters their concern for the global community.

We believe in the pursuit of educational excellence, the encouragement of creativity, and the support of intellectual curiosity, inquiry, and integrity.

We believe in the dignity of the individual, the value of diversity, and the need for reconciliation and mutual respect.



We believe in an environment which nurtures personal well-being and healthy lifestyles.

We believe that we are called to challenge our students to be good citizens, capable of leadership and responsive to the needs of others.” (Philosophy Statement)

THE ACADEMIC PROGRAM

Carondelet offers a college preparatory curriculum that seeks to stretch each student -- providing challenge for the stronger students and support for those who need it. Organized into an orderly school day, the schedule is based on the expectation that students will take six subjects each day, with Ninth Graders required to take a mandatory seventh period course. Minimum graduation requirements include four years of Religion and English; three each of Math, Science and Social Studies; two years of Modern Language; and one-and-a-half years of Physical Education, and Visual and Performing Arts. Electives are offered in all departments. Some innovative offerings of note include: an English 4 hybrid elective; Classics of Horror; American Sign Language; Sports Medicine; Robotics, Engineering and Programming; History of the Vietnam Wars; Cartooning; Interactive Music Studio; and 2-D and 3-D Design and Drawing. The school science curriculum puts Physics first in its course sequence and Advanced Placement courses are taught in each academic discipline. All students take either the SAT or the ACT.

In their Junior and Senior years, Carondelet students may enroll in certain classes at De La Salle, and vice versa, and many students avail themselves of this opportunity. Each grade level has its own dedicated Academic Advisor and there are two learning specialists on staff in addition to two counselors and a four-member team of college and career counselors.



THE CO- AND EXTRACURRICULAR PROGRAMS

Interscholastic varsity teams compete in 13 sports, and Carondelet has won numerous regional and State championships, has produced professional athletes and Olympic medalists, and has frequently been among the Nation's leaders in team sports. Roughly 60% of the students take part in the athletic program, with vibrant cheer and dance squads supporting the teams. A source of pride, its athletic program develops confidence among the girls and contributes to the spirit on campus.

Student opportunities to lead and explore their passions are found everywhere. Student government, ASB and class councils attract many students, along with honor societies, Model UN, band, yearbook and some 25 clubs, including Robotics, Yoga, Martial Arts, and Girls Who Code. Carondelet coordinates its performing arts program with De La Salle to provide increased opportunities for participation and expanded offerings. Carondelet and De La Salle also plan social

activities, service projects, and other student events together to ensure a rich experience for its students.

THE FACULTY

The faculty demonstrates a strong commitment to the school's Mission and believes in the value of educating young women in the Sisters of St. Joseph tradition. Well-versed in their disciplines, 45% of the faculty hold advanced degrees and 35% have taught at Carondelet for ten years or longer. The 51 full and part-time faculty members generally have five classes and two or three preparations. As a group, they seek an academic leader who will provide direction in policy, support for their work and consistency in decision-making.

The faculty and administration at Carondelet also work closely with their counterparts at De La Salle to coordinate schedules, academic policies, and continually seek ways to enhance the student experience.

THE ADMINISTRATIVE TEAM

Carondelet adopted the President-Principal model of leadership some 10 years ago and seeks to maximize the effectiveness of this model under the current President who is an experienced independent school leader. In addition to the President and Principal, the senior leadership team consists of the two Assistant Principals, one of whom currently serves as the Director of Admission; the Director of Communications; the Director of Development; the Director of Human Resources; and the Director of Finance.

One of the key opportunities for the new Principal will be helping to lead the transformation from a President-Principal model conceived as siloed functions to its current form focused on collaboration, partnership and transparency in decision-making. That includes an expectation that all members of the senior administrative team are open to new initiatives and eager to promote the good ideas of others.

Specifically, **the Principal should be:**

Collaborative in style; regularly visible to students and teachers; open and transparent in decision-making; expert in high school curriculum, current pedagogy and future trends; excited about girls' education; able to give direction without micromanaging; eager to participate in the full life of the school, including arts and athletics; supportive of faculty professional development, committed to service; knowledgeable about Catholic schools and the liturgical calendar; calm in times of crisis; welcoming and warm; detail-oriented but able to communicate the big picture; happy to be working at Carondelet, surrounded by a spirited and interesting student body and supportive, enthusiastic colleagues.



THE SUCCESSFUL CANDIDATE

The successful candidate should have demonstrated expertise with implementing challenging high school curricula and teaching methodologies; familiarity with best practices in Catholic secondary schools; experience in a competitive secondary school with high academic expectations; enthusiasm for collaborating with a visionary President and a dedicated faculty; commitment to girls' education; the ability to delegate as appropriate and to oversee as necessary; and delight in helping to move the school forward. The candidate must also have demonstrated collaboration, problem-solving and negotiation skills in relation to managing, cultivating and strengthening Carondelet's ongoing partnership with De La Salle High School. The candidate must also be skilled at managing change as part of a supportive team.

Carondelet School seeks a Principal with a commitment to the education of young women and wholeheartedly embraces the Mission and philosophy of the Sisters of St. Joseph of Carondelet. The Principal reports to the President and is the instructional leader with overall responsibility for the well-being and education of the students and for the support and oversight of the faculty and staff in the creation of the curriculum and program. In addition, the Assistant Principals, department chairs, deans, and counselors are responsible to the Principal.

This is an opportunity for someone who will work in collaboration with a visionary President who seeks a partnership with an academic leader who will inspire and lead faculty and staff in delivering an outstanding educational program to its students in a caring Catholic environment.

EXPECTATIONS

Among many other things, the principal should:

- Have the experience and energy to be actively engaged in the school's daily life, including building relationships and involvement with students and parents.
- Support and advance the Mission to "integrate gospel values and intelligently apply these values into the daily lives of each student" through service and leadership.
- Provide leadership through the hiring, retention and ongoing professional development of faculty to sustain a talented and enthusiastic faculty.
- Work with the faculty and administration to assure the effective delivery of curriculum and program that reflect current research and best practice.
- Oversee the efficient operation and joyful environment of the school's daily life.
- Be responsible for collaboration and coordination with De La Salle, our all-boys school partner in education.
- Foster transparency and trust among the faculty and staff.
- Encourage creativity in pedagogy.
- Assist in developing and carrying out the goals and objectives of the school's strategic plan.

PROFESSIONAL AND PERSONAL QUALITIES

Ideal candidates will:

- Have a collaborative management style in relationship with the President, the Assistant Principals, the Administrators, and all direct reports.
- Have organizational and communication skills and attend to detail.
- Be warm, approachable and inclusive.
- Be a visible, involved presence on campus; relate well with students and parents.
- Be knowledgeable about high school curriculum and pedagogy and in faculty relationship-building.
- Understand, embrace and articulate our Catholic identity as a member of the Roman Catholic faith and have experience in independent Catholic education.
- Be open to and excited by new ideas while having a strong sense of process and implementation.
- Facilitate learning and growth for all members of the school community.
- Have experience in high school leadership, preferably at an all-girls' school and/or independent school.

APPLICATION PROCEDURE

Interested candidates should send a letter outlining their interest in the position, a curriculum vitae, and one writing sample to: dereed2014@gmail.com or to:

Deborah E. Reed
Resource Group 175
409 South Roosevelt Avenue
Pasadena, CA 91107

Electronic submissions preferred.

Deadline for candidates to declare their interest: February 28, 2015