Position Opening: Principal, Beaumont School, Cleveland Heights, Ohio

The Search
Beaumont School seeks an innovative and collaborative leader to serve as Principal. The Principal will embrace the mission, embody the school’s beliefs, and bring a distinct vision to the approach of educating Beaumont’s 289 young women for life, leadership, and service. As the educational leader of the school, the Principal will support a talented faculty and support staff of 40 who share a deep commitment to the mission of the organization.

About Beaumont School
Beaumont School was founded in 1850 by a committed and forward-thinking group of Ursuline Sisters. It is the oldest school in the Cleveland Diocese and the oldest all-girls secondary school in greater Cleveland. Since its founding, Beaumont has been the premier institution in Cleveland to educate young women who change the world. Beaumont School is rooted in the example set by the Ursuline Sisters and Saint Angela Merici. It is on the shoulders of these women, and other pioneers like them, that Beaumont School stands as it enters a new era – one that is marked by innovation, entrepreneurship, social justice, and equity and inclusion. We are seeking a Principal who is committed to these values and to teaching girls to use their voice, lead with purpose, form strong relationships, apply learning across curriculum, and serve others.

Beaumont’s next Principal will be joining the school at a pivotal time in its 172-year history. Plans are underway to update and transform much of the learning spaces to better reflect 21st century pedagogy and practice. As an International Baccalaureate (IB) World School, the intentionally small, all-girl, culturally diverse learning environment encourages every student to develop the qualities she needs to thrive academically, spiritually, emotionally, and physically in an evolving global society. In addition to the IB approach to teaching and learning, Beaumont offers established programs in Studio Art, entrepreneurship, experiential learning, and pre-engineering. Its robust service, mission and retreat programs help us live our Ursuline mission and deliver on our statement of beliefs.

Statement of Beliefs
Beaumont School...

1. Cultivates its Catholic Christian identity and instills Ursuline values, heritage, history, and the spirit of St. Angela within its programs and activities.
2. Embraces a strong spiritual formation that cultivates faith development and encourages the creation of a nurturing spirit in its students and the Beaumont community.
3. Fosters respect for the uniqueness of its individual community members and promotes the development of the whole person.
4. Supports the faith-based living and leadership in a global community while striving for peace and justice.
5. Ensures that service permeates every aspect of Beaumont community.
6. Inspires intellectual curiosity, independent thinking, the pursuit of academic excellence, and a sense of responsibility for the common good.

7. Engenders the educational philosophy of the International Baccalaureate program by developing students who are open-minded, intellectual risk-takers, articulate, caring, principled, reflective, and well-balanced.

Nature and Scope of the Position
The Principal reports to the President of Beaumont School and serves at the direction of the President. As a member of the Leadership Team, the Principal works closely with the President to further the school’s strategic academic and enrollment objectives. While the President is the overall mission leader and responsible for promoting the integration of faith and culture within the School, the Principal serves as the day-to-day educational and spiritual leader. The Principal has significant interaction with the Board of Directors and acts as the Chief Operating Officer of the school, responsible for the day-to-day management of the School in all of its activities and departments.

The Principal’s responsibilities include:

- Enthusiastically modeling the habits of mind and heart expected of all community members following the examples of St. Angela Merici and of Jesus Christ in carrying out the Mission of Beaumont School.

- Working closely with the President to integrate the mission of the Ursuline Sisters of Cleveland into the daily life of the school, positioning the school as a leader in education that serves the whole child.

- Overseeing the effective implementation of the curriculum and co-curricular activities.

- Achieving excellence through effective communication with all stakeholders and collaboration with all members of the school faculty and staff.

- Scheduling, curriculum development, faculty evaluation and supervision, extracurricular activities, personnel management and accountability, emergency procedures, and facility operations for students and faculty.

- Creating a safe learning environment.

- Managing the School’s policies, regulations, and procedures.

- Preparing budgets for the Finance Office.

- Collaborating with Campus Ministry and Mission Integration to ensure the mission is carried out in a traditional Catholic environment.

- Serving as the Academic leader of the school while inspiring the faculty to its highest level of professionalism through goal setting, accountability, personal support, professional development, etc.
• With the Administrative team, managing, evaluating, and supervising effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values, and goals of the school including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, building hours, program evaluation, personnel management, office operations, and emergency procedures.
• With department chairs, recruiting, hiring, developing, and retaining the best faculty.
• Taking an active role in the recruitment of prospective students and their families.
• Advising the President on all-school policies and programs and the overall activities of the school, as well as on appropriate federal, state, and local developments that affect the school and its delivery of education.
• Representing the President when she is away from the school.
• Guiding department chairs and faculty in the development and delivery of curricular offerings that support the Gospel and Ursuline values, IB pedagogy, college preparatory tradition, and leadership in teaching to the future.
• Supporting the school’s commitment to belonging through diversity, equity, inclusion, and justice.
• Ensuring that the school is in compliance with the requirements of authorized planning, regulatory, accrediting and inspecting agencies.

Preferred candidates for this position will:
• Be a practicing Catholic.
• Be a person of honesty and integrity.
• Be committed to the Mission of Beaumont School.
• Have a passion for transforming the lives of young women.
• Nurture a growth mindset and commitment to lifelong learning.
• Present evidence of successful leadership.
• Be energetic with the ability to inspire others.
• Possess empathic listening skills.
• Show a willingness to be highly visible.
• Be an authentic person of warmth and good humor.
• Have outstanding written and oral communication skills.
• Possess a discriminating knowledge about current academic trends and pedagogies.
• Possess an advanced degree.
• Experience as a Catholic High School administrator (preferred).
• Have a working knowledge of IB and experience teaching at the secondary level (preferred).
• Minimum 5 years of teaching experience.
• Certification or ability to obtain certification.

How to Apply
Beaumont School seeks internal and external candidates for the position of Principal to begin July 1, 2022. Candidates interested in this position are asked to submit the following materials by March 31, 2022:

• Letter of interest addressed to the President of the School, Wendy A. Hoke
• Current resume
• A list of five or more references with contact information (including phone numbers and email addresses)
• Personal Statement or Statement of Educational Philosophy with specific reference to how your philosophy will mesh with Beaumont School
• Up to three letters of reference (optional)

Please address any inquiries or expressions of interest to:

Principal Search Committee c/o Carrie Liber, Director of Human Resources, Beaumont School, 3301 North Park Boulevard, Cleveland Heights, OH 44118, careers@beaumontschool.org or apply online www.beaumontschool.org/about/employment

Salary and Benefits:
1. Salary is commensurate with experience
2. Medical, dental, and vision benefits
3. 403(b) plan
4. Tuition remission for eligible employees

Beaumont School is an equal opportunity employer. Our intent is to recruit, hire, and train, all persons in all job groups in accordance with the law, without regard to race, color, religion, sex, age, marital status, disability, national origin, sexual orientation and/or gender identity, or any other protected status.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to sit, stand, stoop, lift, bend, walk, push, pull, use hands to finger, handle, or feel and reach with hands and arms, and other physical exertion (including but not limited to travel by car). Specific vision abilities required by this job include close vision (including but not limited to reading and computer use), color vision, distance vision, depth perception, and the ability to adjust focus.
Employee may also be required to periodically lift and carry moderately heavy materials weighing up to approximately 25 pounds. Physical demand requirements are in excess of those for sedentary work.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. General office environment. Work is primarily, but not exclusively, in a climate-controlled with minimal safety/health hazard potential or work hazards; however, there are sometimes stressful conditions. Working conditions will require working in front of a computer for several hours. Occasionally working outside, standard working days or hours is required. Frequent in-person meetings for individuals or groups, virtual meetings, and phone calls. Travel to meetings with alumnae. The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur during school announcements or when the employee attends school functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Beaumont School is a smoke-free and weapons-free property.