

# SAINT JAMES CATHOLIC SCHOOL

412 W. WASHINGTON ST. MILLSTADT, IL 62260



St. James Catholic School is seeking a dynamic, faith-filled Elementary School Principal to lead our school. The principal will build upon a strong tradition of academic excellence while fostering a vibrant Catholic identity and a culture of collaboration among faculty, families, parish leadership, and students.

## Key Responsibilities

- Providing visionary leadership that advances the mission of Catholic education
- Creating and sustaining an environment that promotes Catholic faith formation and moral teachings
- Collaborating with faculty, staff, parents, parish leadership, and diocesan offices
- Leading strategic initiatives that support enrollment growth and long-term sustainability
- Overseeing curriculum development and instructional excellence
- Managing the school's financial resources, budget, and operational needs
- Supporting the professional and spiritual growth of faculty and staff through effective supervision and mentorship

## Qualifications

The successful candidate will demonstrate strong leadership skills, a collaborative spirit, and a deep commitment to Catholic education.

- Practicing Catholic in good standing with a strong commitment to Catholic education and the mission of St. James Catholic School
- Master's degree in Education or Educational Leadership with a valid Illinois Administrative (Principal) License (or willingness to obtain in a designated time frame)
- Experience in elementary education, including teaching and/or administration, preferred
- Strong organizational, interpersonal, and leadership skills
- Experience with school management, budget oversight, and strategic planning is beneficial
- A collaborative leadership style with the ability to inspire and support faculty, staff, and students

## Compensation and Benefits

- Starting Salary Range: \$60,000-\$75,000 (*Final salary based on experience, skills, and education*)
- Term Life Insurance
- Medical and Prescription Drug Coverage
- Voluntary Life Insurance for employee and qualified dependents
- Dental Insurance and Vision Insurance
- Pre-tax and post-tax supplemental coverage options
- 403(b) Retirement Plan with employer contributions
- Paid vacation and paid sick days

## To Apply

Please submit a cover letter, résumé, and at least 3 professional references to: Sarah Lanham via email: [slanham@diobelle.org](mailto:slanham@diobelle.org). Employment is contingent upon the successful completion of a background check. Rolling Interviews will begin May 1, 2026 and continue until a new principal is chosen.