



All Saints
Catholic

All Saints Catholic Schools
217 S. Monroe St.
Bay City, MI 48708
(989) 892-2533
ascbaycity.org

All Saints Catholic nurtures academic and personal excellence in all students while emphasizing
Catholic values and service to others in Christ's name.

Job Posting

Position: Elementary School Principal

Status: Full Time

Reports To: All Saints Catholic School President

Position Overview

All Saints Catholic Schools seeks a faith-filled, mission-driven educational leader to serve as Elementary School Principal. The Elementary Principal is responsible for fostering academic excellence, promoting Catholic identity, supporting faculty and staff, and creating a safe, nurturing environment where students grow spiritually, academically, socially, and emotionally.

Responsibilities

Catholic Leadership

- Promote and support the Catholic mission, values, and spiritual development of the school community.
- Foster a culture of prayer, service, and faith formation.

Instructional Leadership

- Lead curriculum, instruction, assessment, and school improvement efforts to ensure academic excellence.
- Support and evaluate faculty while promoting professional growth and collaboration.

School Operations

- Oversee the daily operation of the elementary school, ensuring a safe, positive, and effective learning environment.
- Implement school, diocesan, and state policies and procedures.

Community Engagement

- Build strong relationships with students, families, staff, parish communities, and diocesan leadership.
- Communicate effectively and promote family involvement in the life of the school.

Administrative Leadership

- Collaborate with the President/Principal and leadership team on strategic planning, staffing, enrollment, and school initiatives.
- Support the long-term growth and sustainability of the school.

Education and Experience

- Practicing Catholic in good standing with the Catholic Church.
- Commitment to the mission and philosophy of Catholic education.
- Valid Michigan teaching certificate or related field.
- Michigan Administrator Certification or willingness to obtain certification.
- Demonstrated leadership, communication, and organizational skills.



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- Strong knowledge of curriculum, instruction, assessment, and school improvement practices.

WORKING CONDITIONS

Hours of Work: Typical work schedule is 7:15am till 3:45pm but there are some occasional after school and/or evening activities.

Nature of Work: School/Classroom setting

- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.
- Must be able to speak and/or stand for an extended period.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

Additional Requirements

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

Contact Information: Email letter of intent, résumé, list of professional references and DOS application to:

Sarah Dowling-Anderson

President of All Saints Catholic School

sarah.anderson@ascbaycity.org

217 S Monroe St

Bay City, MI 48708

989-892-2533

Deadline to apply: July 13th or until filled