



Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

JOB DESCRIPTION

Job Title: Principal	Employment Status: FT – 12 months
Department: Administration	FLSA Status: Exempt
Reports to: President	Prepared By: Human Resources
Direct Reports: See below	Date: 2026

Cretin-Derham Hall is a Catholic co-educational high school serving 800+ students in grades nine through twelve. Co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young women and men of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education. We are committed to the values of Catholic, Academic Excellence, Leadership, Community, Service, Diversity, and Equity.

Position Summary

The Principal serves as the primary academic and instructional leader overseeing the day-to-day operations of the school. Collaborating with fellow administrators, faculty, staff, and parents, the Principal ensures the school environment and instructional program are aligned with Cretin-Derham Hall's mission and the charisms of CDH's co-sponsors, the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools. Together, with the President, the Principal serves as the face and voice of CDH to students, parents, employees, and the greater community.

Essential Functions

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Hire, mentor, coach, supervise, and evaluate the Assistant Principal of Culture, Dean of Curriculum & Instruction, Dean of Student Achievement, Instructional Staff (Faculty, Media/Library staff, Registrar, and Counselors), and Administrative support staff
- Combine strategic vision with emotional intelligence to build trust, nurture relationships, and lead with both heart and clarity
- Develop a fully horizontal and vertically aligned curriculum
- Implement research-based instruction through the execution of strong teacher professional development
- Provide direct oversight in all matters pertaining to students, including culture, records, and scheduling
- Manage parent communications
- Model and animate the Catholic faith in the school community

Competencies

- Strong knowledge of curriculum, instruction, and high school operations
- Ability to evaluate instructional program and teaching effectiveness through teacher coaching
- Excellent verbal and written communication skills
- Proven attention to detail, time management, problem-solving and strategic planning skills
- Commitment to the highest professional and ethical standards
- Ability to effectively and tactfully communicate with various constituencies including students, faculty, staff, families, and vendors
- Strong leadership qualities and the ability to motivate others and promote teamwork

- Proficiency in Microsoft Office, Google Workspace, Infinite Campus, and other position-specific software programs

Supervision

This position reports to the President. Day-to-day supervision will be minimal with assistance as needed and regular meetings to review project status and priorities.

This position directly supervises the positions noted above.

Work Environment

This position operates in a professional office environment and routinely uses standard office equipment.

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.

While performing the duties of this job, the employee is regularly required to verbally communicate with others.

This role requires the employee to sit at a desk for consecutive hours at a time using a computer and other office equipment. This role may also require prolonged periods of walking and standing. Additional physical requirements include occasional bending, crouching, reaching, and lifting.

Expected Hours of Work

Typical workdays for this position are Monday through Friday. Evening and weekend work will be required as job duties demand.

Required Education and Experience

All employees of CDH are required to successfully complete the "Essential 3" requirements set forth by the Archdiocese of St. Paul and Minneapolis prior to beginning their employment. Employees must remain in compliance with these requirements throughout their employment at CDH.

- Master's degree in education
- Administrative licensure
- A minimum of 5 years of professional experience in school administration
- Previous classroom teaching experience

Compensation

The salary range for this position is \$150,000 to \$174,000.

CDH offers a comprehensive benefits package that includes:

- Paid time off
- Health and dental insurance plans for individuals, spouses and families with employer premium contributions
- Employer-paid Life/AD&D and long-term disability insurance
- Employee-paid additional insurance plans for individuals, spouses and families, including vision, FSA, critical illness, accident and voluntary life/AD&D
- 403(b) retirement plan with employer contribution
- CDH tuition remission

To apply, please send resume and letter of interest in a single PDF document to Lorcan Barnes of the Lester Consulting Group at lbarnes@lcfginc.net. Optional: Include a brief statement of your educational philosophy.

The application deadline is May 26, 2026, or until a suitable candidate is identified.