

Guardian Angels Central Catholic

POSITION TITLE: President / High School Principal

REPORTS TO: GACC Board

EFFECTIVE DATE: July 1, 2026

POSITION STATUS: Full-time, Exempt

Position Summary

The President/ High School Principal of Guardian Angels Central Catholic (GACC) serves as the chief executive, instructional, and spiritual leader of the school, advancing the mission and vision of Catholic education. Accountable to the Archbishop, Superintendent, and Board of Directors, this leader provides strategic direction, ensures financial sustainability, and safeguards the school's reputation and long-term vitality. The President/Principal oversees academic excellence, faith formation, staff development, and daily operations, cultivating a safe, respectful, and faith-filled learning environment. Through collaborative leadership, clear expectations, and strong community engagement, this role fosters student success, supports staff effectiveness, and strengthens relationships with families, alumni, donors, and community partners—promoting a culture rooted in faithful Catholic identity, accountability, and shared responsibility.

Responsibilities & Essential Duties

Catholic Identity & Mission Leadership

- Serve as a visible witness to the Catholic faith through professional conduct, leadership, and relationships
- Model and promote Catholic values, Gospel teachings, and respect for human dignity throughout the school community
- Ensure that all aspects of school life are integrally connected to the mission and vision of Guardian Angels Central Catholic
- Support and participate in school liturgies, prayer services, and faith-formation activities
- Foster a school culture that integrates faith, learning, service, and community
- Collaborates with the pastor, elementary principal, and staff to support faith formation, Campus Ministry, retreats, and spiritual development.

Executive & Strategic Leadership

- Provides overall leadership as Chief Executive Officer with responsibility for internal and external operations.
- Develops, communicates, and oversees a comprehensive 3–5 year strategic plan.
- Delegates and monitors implementation of strategic initiatives, ensuring transparency and accountability.
- Maintains a positive culture grounded in respect, dignity, collaboration, and effective conflict resolution.

Governance & Board Relations

- Builds and sustains a strong partnership with the Board through effective communication and collaboration.
- Serves as an ex-officio member of the Board and all councils and committees.
- Supports Board development, policy implementation, and alignment with Archdiocesan directives.

- Acts as the primary liaison between the school, the Board, and the Archdiocese.

Financial Stewardship & Business Operations

- Oversees all financial and business operations to ensure fiscal responsibility and sustainability.
- Develops and manages the annual budget in collaboration with staff and the Board.
- Ensures compliance with legal, audit, safety, and regulatory requirements.
- Provides transparency through regular reporting on the financial health and operational status of the school.
- Oversees financial aid programs and stewardship of physical facilities.
- Ensure compliance with school policies, Archdiocesan requirements, and applicable regulations
- Maintain accurate records related to students, staff, and school operations
- Collaborate with school leadership, boards, and Archdiocesan offices as appropriate
- Support accreditation, reporting, and continuous improvement processes

Communication, Visibility & Community Relations

- Serves as the public face of the school, promoting its mission, values, and reputation.
- Maintains regular visibility through attendance at school events and engagement with stakeholders.
- Ensures clear, consistent communication with internal and external audiences, including effective use of media and social platforms.
- Keeps Archdiocesan offices informed of significant developments and issues.

Instructional Leadership & Academic Excellence

- Provide leadership for curriculum alignment, instructional rigor, and continuous improvement
- Ensure effective implementation of approved curriculum and academic programs
- Supervise, support, and evaluate faculty through observation, feedback, and professional development processes
- Promote instructional practices that emphasize higher-order thinking, engagement, and student ownership of learning
- Use data and evidence to inform instructional decisions and school improvement efforts

Faculty & Staff Leadership

- Recruit, hire, support, and retain qualified faculty and staff
- Establish clear expectations for professional conduct, collaboration, and accountability
- Address performance concerns in a timely, fair, and consistent manner
- Support ongoing professional growth aligned with school priorities
- Foster a professional culture of trust, integrity, and shared responsibility

Student Support & School Climate

- Ensure a safe, respectful, and inclusive learning environment for all students
- Oversee student discipline systems and ensure consistent implementation of policies and procedures
- Support equitable access to academic, behavioral, and social-emotional supports
- Promote student voice, belonging, and well-being

Qualifications & Certification

- Active practicing Roman Catholic in full communion with the Church required.
- Master's degree in Educational Leadership, Administration, or a related field required.
- Valid Nebraska Administrative Certificate or eligibility to obtain certification required
- Commitment to the mission and values of Catholic education; practicing Catholic required.
- Demonstrated leadership experience at the secondary level preferred.
- Strong skills in communication, organization, problem-solving, and collaborative leadership required.
- Experience and full knowledge of professional development/advancement activities as well as communications and public relations activities. (preferred)
- Previous experience in fundraising, marketing and public relations activities for Catholic schools or Catholic entities. (preferred)
- Training in development and institutional advancement activities. (preferred)

APPLICATION INSTRUCTIONS:

Interested candidates are to submit, electronically, the following materials:

- Cover letter and resume
- List of references – References will only be contacted once an applicant has reached semifinalist standing and with permission of the applicant (to preserve confidentiality on the applicant's part)

Materials are to be sent with the subject line - **GACC Principal Application** - to:

Mrs. Vickie Kauffold Ed.S
Superintendent of Schools
Archdiocese of Omaha
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402-557-5600