

Position Title: Principal, PreK–8 Catholic School

Location: St. Veronica School, Cincinnati, Ohio

Reports To: Pastor

Works in Collaboration: Family COO & St. Veronica Business Manager

Status: Full-Time, 12-Month Position

Start Date: July 1, 2026

History of St. Veronica School

St. Veronica Parish was founded seventy-five years ago and, due to the commitment and leadership of parishioners, St. Veronica School is celebrating its fiftieth anniversary of its founding. The parish, starting as a rural mission church, has become a thriving witness to the Gospel of Jesus Christ in the Catholic Tradition for the suburbs of the east side of Cincinnati.

As the Archdiocese of Cincinnati prepares for a viable future, St. Veronica is in the St. Mary Magdalene Family of Parishes, including St. Andrew Church and St. Elizabeth Ann Seton Church, both in the neighboring Milford area. The latter two parishes continue to share a consolidated school for the past three-plus decades. Both schools are positioned for growth, and each will continue to operate independently, though there may be some future areas of cooperation.

The school has a long and vibrant history of an effective Fine Arts Program in which the Catholic imagination is developed through art, music and music competitions, play camps and an annual play. The school is also well situated with technological resources and a technology program.

Current enrollment, K-8 stands at 283, with 112 students enrolled in Preschool/Pre-K. The school is currently undergoing the accreditation process for the State of Ohio and the Archdiocese of Cincinnati, and will be completed by the end of this academic year.

Vision Statement

St. Veronica Catholic School is a parish and school community of the faithful, dedicated to living, teaching, and proclaiming the Gospel of Jesus Christ. Our school collaborates with families to foster academic, spiritual and social growth. Students are empowered to serve as joyful disciples making a positive impact on the world through faith, wisdom and compassion.

Position Description

St. Veronica School (in the St. Mary Magdalene Family of Parishes) seeks a qualified and mission-driven Principal to serve as the chief administrator of its PreK–8 program. The Principal is responsible for the effective operation of the school in accordance with archdiocesan policies and the mission of the Catholic Church and the Code of Canon Law. The Principal provides leadership in the areas of Catholic identity, academic excellence, personnel supervision, student formation, and school advancement.

St. Veronica School is excited for its next chapter as it brings a new leader on board who will be engaged with school growth, dynamic faith leadership and an opportunity to grow the reputation of the school as a solidly academic program.

Essential Duties and Responsibilities

Mission and Catholic Identity

- Ensures the integration of Catholic teachings and gospel values throughout the school program
- Collaborates with the Pastor to support the spiritual life of the school
- Promotes participation in liturgy, prayer, and service
- Support current, and develop future student projects integrated throughout the curriculum
- Work diligently to connect the life of the St. Veronica Parish with St. Veronica School

Governance and Leadership

- Oversees daily school operations and student discipline
- Must possess strong and consistent communication skills with faculty, parents, students, parishioners, and the wider community
- Develops and manages the school budget in collaboration with parish leadership
- Maintains compliance with diocesan, state, and accreditation requirements
- Supports enrollment management and retention efforts
- Promotes a welcoming and inclusive school environment
- Represents the school within the local community
- Recruits, hires, supervises, and evaluates school personnel

Academic Excellence

- Implements and supervises the PreK–8 curriculum in alignment with diocesan and state standards
- Supervises and evaluates faculty and staff on a regular basis
- Uses assessment data to support student achievement
- Provides leadership for professional development, including one formation day each trimester for the faculty

Operational Vitality

- Develops and manages the school budget in collaboration with parish leadership
- Maintains compliance with diocesan, state, and accreditation requirements
- Supports enrollment management and retention efforts
- The State of Ohio has robust Ed Choice Program which provides us with multiple opportunities for growth and program expansion
- The principal works with both the School Advisory Council and the Parish Finance Commission

Qualifications

- Practicing Catholic in good standing
- Master's degree in Educational Leadership or related field
- Valid state principal licensure, or working towards the same in an approved educational program.
- Minimum of five years successful teaching experience
- Prior administrative or leadership experience preferred
- Demonstrated commitment to Catholic education living as an active parishioner at St. Veronica or another Catholic parish.

Application Requirements

- Cover letter
- Resume
- List of professional references
- Statement of educational and leadership philosophy

Application Deadline: April 15, 2026

Apply To: Mr. Jon Soellner at jsoellner@saintmarymagdalene.org

Church/Family Website: SaintMaryMagdalene.org

School Website: stveronica.org