



## **Maur Hill-Mount Academy**

### **School Description**

Maur Hill - Mount Academy (MH-MA) is a Catholic, co-ed, college-preparatory high school located in Atchison, Kansas, developed to model a college campus atmosphere. Students experience a rigorous academic curriculum within a structured and supportive program for success. MH-MA enrolls 160 day and boarding students in grades 9 through 12 from across the United States and around the world, representing a variety of cultures and backgrounds. Its small-school setting enables MH-MA to challenge students to participate in a wide variety of activities and take on multiple leadership roles, fostering an active and vibrant campus community.

### **School Mission**

Maur Hill - Mount Academy is a Catholic, international, college preparatory boarding school educating young men and women in the Benedictine tradition.

### **Position Description – Principal**

The Principal serves as the leader of the school's operations, responsible for ensuring a rigorous academic environment, fostering a vibrant and fulfilling residence life for its boarding students, instilling a culture of excellence, and managing the policies, rules and regulations of the school to ensure that all students are supervised in a safe Catholic learning environment that meets the mission of the school.

- The Principal pursues ongoing partnership with parents in the education and formation of their children in word, act, and demeanor.
- The Principal's highest priority is to direct and manage the academic performance and operations of the school.
- The Principal must support the Benedictine, Catholic identity of MH-MA, respecting and including other faith traditions.
- The Principal will ensure the academic rigor of the school and foster a culture of academic excellence
- The Principal oversees academics, athletics, student life, and manages faculty, staff, operations, and building and grounds, as well as food services and janitorial

services. He/she is also responsible for overseeing the Director of Residential Life. The Principal is responsible for overall campus safety and compliance with Department of Children and Family licensure requirements and state safety protocols.

- The Principal works to ensure and strengthen the Catholic Identity of the School, supervises the campus ministry, and provides direction for student/staff/faculty religious education and formation.
- The Principal is responsible for compliance with state, federal, and archdiocesan reporting, including the safe schools (Virtus) program, and ensure state accreditation standards are maintained
- Together with the President, the Principal is responsible for the overall leadership of the school and is specifically charged with the following:

#### *Benedictine and Catholic Identity*

- Leads students, staff, and families to grow in the Catholic faith daily.
- Ensures a quality Catholic education for the students.
- Promotes Catholic Identity within the school through liturgical celebrations, faith development, and practice of Christian service.

#### *Organizational Leadership*

- Establishes and maintains internal communication structures among faculty and staff.
- Leads the Leadership Team in gaining feedback from faculty and staff on the academic direction of the school. Co-leads (with the Guidance Counselor) the Student Intervention Team (SIT) to meet the academic, social, emotional, and physical needs of students.
- Regularly consults with the Board of Directors and its Executive Committee regarding important strategic decisions, and keeps the Board informed through regular communication regarding updates on the principal's areas of responsibility and emerging needs of the school.

#### *Academic Excellence*

- Attracts, retains, and fosters a dedicated and outstanding faculty and staff critical to creating an environment of academic excellence.
- Develops a dynamic and demanding curriculum that advances the college preparatory environment.
- Develops and reviews school policies and procedures.
- Coordinates resources and personnel to exceed accreditation standards and score highly in school rating services.

- Encourages the development of faculty to acquire a variety of educational skills and foster a culture of constant improvement.
- Utilizes data to promote innovation to improve instructional learning and performance.
- Develops and implements an objective performance evaluation to hold faculty accountable for the effective accomplishment of each faculty member's curriculum learning objectives.

### Financial Performance

- Together with the President, the Principal is charged with ensuring sound fiscal management of the school and the development of the annual budget.

### Personnel Selection, Development and Management

- Assumes responsibility for the supervision, evaluation, and professional development of all personnel under his/her direction.
- Recruits and selects outstanding faculty to ensure the highest standards of academic rigor.
- Assists the faculty in achieving the school's educational goals through staff development and professional leadership.

### Operations / Facilities Management

- Maintains school plant and physical facilities
- Is responsible for overseeing the manager of grounds, food service, and janitorial services
- Ensures campus safety and security

### Ex Missions

- Supports the Guidance Counselor in strengthening and expanding the quality and breadth of institutions to which MH-MA students gain college admittance.

## **Qualifications and Skills**

### Religion

- A knowledgeable and practicing Catholic with a thorough understanding of and commitment to the Catholic philosophy of education.

### Education

- Has a PhD or master's degree in education, or a related field.

### Experience

- Excellent leadership and management skills with a track record of building and maintaining strong teams. Ability to analyze issues and balance fact-based analysis with intuition, information, and experience.
- Completed 3 years of successful teaching/administrative experience at the secondary level in Catholic Schools.
- Strong communication skills to exchange information clearly and concisely and deliver concepts, opinions, and ideas in a professional manner.
- Demonstrate patience and composure; adapt quickly and resourcefully to all situations.
- View parents as the first educators and is collaborative and dedicated to promoting a quality Catholic education that meets the needs of each MH-MA student.

## **Submission and Compensation**

The candidate should provide the following information on a confidential basis to careers@mh-ma.com addressed to:

Dan Pombo  
Board Chair  
Maur Hill-Mount Academy  
1000 Green Street  
Atchison, KS 66002

1. A cover letter to describe interest in and qualifications to be the President of Maur Hill – Mount Academy.
2. Salary requirements
3. Four references

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MH-MA has roots dating back to its founding in 1863 by the local Benedictine monks and sisters shortly after founding the affiliated Benedictine College in Atchison. The monks and sisters remain actively involved in both of these institutions today. Rooted in the Catholic faith and Midwestern values, Maur Hill - Mount Academy takes a proven approach to education resulting in academic advancement and personal development that challenges and inspires every student. Graduates leave MHMA well-prepared for their next steps into college, the start of their careers, and life as responsible, independent, and engaged members of the global community.