

Xavier University is seeking a seasoned, innovative leader and a visionary education professional to serve as Principal of the Xavier University Laboratory School (XULS) to begin prior to the 2025-2026 school year. In keeping with Xavier University's wider mission, the school is transitioning to a Jesuit Catholic laboratory school, one of only two in the nation. It will serve approximately 160 students ages 3 years to 6th grade. The school's curriculum will be aligned to Ohio Learning Standards for children. Additionally, the XULS will partner with the School of Education (SOE) faculty and staff with a focus on global education that promotes care for the whole person, child-directed work, hands-on and project-based learning that incorporates all of the senses, and opportunities for collaboration and leadership among peers. Pedagogy will incorporate cutting edge research on children's learning and draw on the deep expertise of the SOE faculty, all of whom have prior K12 teaching experience and continue to be leaders in pedagogical innovation.

The Principal will be instrumental in selecting teachers for the lab school at all grade levels and creating a renewed vision for the Jesuit Catholic laboratory school. The XU Lab School is part of the College of Professional Sciences. The Principal will report to the Co-Directors of the School of Education, which is an academic unit of the College of Professional Sciences. The Principal will work with The Chief Mission Officer of the University to ensure the Jesuit Catholic Identity of the lab school.

The laboratory school model will be based on the five tenets defined by the International Association of Laboratory Schools: Pre-Service Educator Training, Dissemination of Practice, Research and Professional Inquiry, Professional Learning and Innovative Education. This model will open the lab school to diverse pedagogical methods, enhancing its integration with Xavier's educational programs.

POSITION RESPONSIBILITIES, include but are not limited to:

Educational Leadership

- Build a healthy school culture which takes account of the richness and diversity of the communities served by the Lab school and the global community.
- Initiates and supports research and discussion about effective teaching and learning with regard to the latest research and XULS philosophy.
- Evaluates and supports teachers to ensure student progress is reported to parents on a timely and helpful basis.
- Monitor, evaluate, and review classroom practice and coach teachers with strategies for growth.
- Monitor, evaluate and review religious educational programs and ensure the Jesuit Catholic identity of the lab school.
- Coordinate with Xavier SOE professors utilizing the Lab School classrooms for classes.

Administration and Management of the Community

- Recruits highly qualified and Ohio licensed educators to implement the XULS curriculum across levels.
- Supervises and evaluates all staff, including specialty teachers and administration.
- Maintains accreditation and ensures the standards for recognition and accreditation are maintained from year to year.
- Communicates effectively with all stakeholders building a partnership and understanding of shared values, beliefs, and responsibilities, taking into account individual views.
- Contribute to the development of the XULS community in Cincinnati by sharing effective practice, working in partnership with other schools, and promoting innovative initiatives.

Business Operations

- Understands and supervises the business functions of the school, including budgeting; monitoring and reporting income, expenses, investments, and cash flow; maintenance of appropriate records.
- Attends and completes documentation, in conjunction with Cincinnati Public Schools and Norwood Public School District meetings for non-public auxiliary services and title funding.
- Co-develops a procedure for the use of the Lab School facilities by Xavier faculty for collaborations and research purposes.
- Completes and updates appropriate applications for EdChoice Programs.
- Partners with the University Physical Plant for the upkeep and maintenance of the buildings, grounds, and all facility operations.

Admissions, Marketing and Financial Aid

- Supervises and assists the admissions functions of the school, including recruitment and retention programs, internal marketing, external outreach, website development and maintenance, information dissemination, applicant interviewing and financial aid program administration.
- Supports admission events and community outreach.
- Plans and optimizes various fundraising initiatives.
- Works to build and sustain optimal enrollment.

REQUIRED QUALIFICATIONS:

- Master's degree from an accredited University
- Valid driver's license
- At least 3 years of school leadership experience in a private or public school
- At least 3 years of teaching experience in a private or public elementary school
- At least 3 years of experience working in Catholic education
- Valid Ohio Standard Teaching License (Pre-K/Elementary) or out-of-state teaching license that can be transferred
- Valid Ohio Principal License or out-of-state principal license that can be transferred
- Professional experience within the past five years
- BCI/FBI background checks

Xavier University is part of the 500-year-old Jesuit Catholic tradition of academic excellence in the liberal art and is strongly committed to enhancing equity, inclusion, and diversity. These values are central to our [mission](#). We strive for a climate of respect and inclusiveness that welcomes and supports members from diverse backgrounds and life experiences, is committed unreservedly to open and free inquiry, and deliberately seeks out multiple perspectives.

To ensure consideration, applicants are asked to submit the following through Xavier University's website:

- Current resume
- Cover letter
- Names and contact information of three professional references

- Evidence of professional experience within the past five years as listed in the required qualifications such as letters of recommendations, examples of curriculum development, publications, professional presentations, etc.

Review of applications will start on **January 17, 2025**. Applications will be accepted until the position closes at the University's discretion.

Benefits:

Xavier University offers a wide array of complementary and affordable benefit options to meet the financial, educational, health, and wellness needs of you and your family. Eligibility varies by position and employment class.

- Comprehensive insurance plans including medical, dental, vision, and prescription coverage.
- Tax advantaged accounts including health savings account, flexible spending accounts, and dependent care account.
- Financial security via life and long-term disability insurance, accident and illness insurance, and retirement savings plans.
- Generous paid time off work options including vacation, sick leave, and holidays.
- Tuition remission for employees and their eligible dependents.