

## **Principal – Our Lady of Consolation School, Carey, Ohio**

Our Lady of Consolation School is accepting applications for the position of Principal for the 2026-2027 school year. The school has provided solid Catholic training and excellent academics. The goal is to help the students develop both spiritually and academically to become a well-rounded individual upon completion of studies.

### **Qualifications:**

- Must be a practicing Catholic in full communion with the Church
- Have or in the process of obtaining an Ohio Administrative Certificate
- Have or in the process of obtaining an Ohio Principals Licensure
- Hold a valid Ohio licensure with a minimum of 3 to 5 years experience in a Catholic School preferred
- A passion for Catholic education and traditions
- Ability to work with a diverse student population
- Ability to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through and simultaneously manage multiple priorities
- Previous supervision of teaching and school personnel
- Strong academic planning and accreditation experience
- Strong background interacting with parents, grandparents, Parish families and encouraging parent participation
- Ability to grow student population with enthusiasm and excellent communication skills
- Strong computer expertise in Microsoft Office products, including Excel, Word, PowerPoint and Outlook.
- Exercises considerable independence and judgment with a high level of confidentiality
- Must successfully pass the required background check and all requirements of the Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

Please submit a resume, cover letter, references and salary requirements to Stan Phillips at [bookkeeper@olcshrine.com](mailto:bookkeeper@olcshrine.com) or mail to Stanley H. Phillips, Business Manager, 315 Clay St., Carey, Ohio 43316 or drop off at the Parish office at the same address.