

**Interim Principal  
Mercy High School  
Omaha, NE**

**Interim Principal:**

The Interim Principal will provide leadership during the 2025-26 school year to ensure a stable, learning environment, upholding the school's Catholic mission during the leadership transition. The selected candidate would be invited to apply for permanent employment the following school year.

**General Summary:**

The Interim Principal will be responsible for the general administration of Mercy High School in accordance with the Sisters of Mercy, Mercy Education of America, and local policy. The Interim Principal will support and promote the charisms of the Sisters of Mercy and implement the mission statement in the daily operation of the school community. The Interim Principal will promote a climate that is creative, engaging, and welcoming for all students. They will provide leadership that will promote the educational development of each student academically, emotionally, and spiritually while instilling love for others, for God, and for the Catholic faith. Primary duties include the following:

**Faith Leader**

- Give priority to fostering the life of the faith community in the school.
- Involve members of the school faith community in events that enhance their spirituality.
- Emphasize the Catholic and Sisters of Mercy heritage and nature of the school.
- Serve as an example of faith for staff, students, and parents.

**Leadership & School Environment:**

- Create a positive, harmonious, and faith-centered learning environment.
- Serve as a role model of Catholic faith for students, staff, and parents.
- Promote school goals and values to the wider community.
- Manage time and follow through on responsibilities and commitments.
- Build strong relationships with local communities and Omaha Catholic Schools.
- Promote and cooperate with development efforts and programs.

**Administrative Duties & Compliance**

- Ensure compliance with state accreditation standards.
- Collaborate with the President and Board of Education on school policies and strategic initiatives.
- Develop and oversee the school calendar, staff schedules, and financial records.
- Provide input about school budget, collaborating with the school president and finance director.
- Attend and contribute to necessary administrative and governance meetings.

**Staff Recruitment & Development**

- Recruit, interview, and recommend new teachers and school staff for employment.
- Complete formal evaluations on school staff.
- Lead staff development and coordinate in-services and meetings.
- Provide orientation and support for new staff.
- Encourage collaboration and communication among staff, parents, students, board of education, Mercy Education, Sisters of Mercy, and Archdiocesan Catholic Schools Office.

**Student Support & Academic Oversight**

- Ensure student safety, well-being, and engagement.
- Understand and respond to individual student needs.
- Support recruitment and registration of new students.
- Guide and support teachers in curriculum, instruction, assessment, and discipline.

**Curriculum & Strategic Planning**

- Lead curriculum implementation and staff training.
- Analyze assessment data to guide instruction and improvement.
- Collaborate on the School Improvement Plan and Strategic Planning efforts.
- Regularly visit classrooms to support and evaluate teaching effectiveness.

**Required Qualifications:**

- Commitment to the mission of Mercy High School
- Be an active, practicing Roman Catholic in good standing
- Knowledge of educational administration in the 21st century
- Strong communication and interpersonal skills
- Organizational and time management skills
- Supervisory skills
- Three - five years as teacher/administrator, preferably in Catholic Schools

**Reports to:** President

**Education:**

- Masters in educational administration
- Possesses a valid Nebraska Administration Certificate 7-12

**Application Instructions:**

Send resume, cover letter, three references to:

Mary Gibb, President  
Mercy High School  
1501 S. 48<sup>th</sup> St.  
Omaha, NE 68106

Or email to [gibbm@mercyhigh.org](mailto:gibbm@mercyhigh.org)

