



Holy Trinity Catholic School Principal Position Announcement

Holy Trinity Catholic School in Louisville, KY seeks a dynamic, faith-driven **Principal** to lead its vibrant community starting July 1, 2026. Holy Trinity has a **rich tradition of proven excellence in academics, service learning, and religious education** with two National Blue Ribbon School of Excellence awards and a “Best of Louisville” award from Louisville Magazine. Today, Holy Trinity is one of the largest parochial Catholic schools in the Archdiocese of Louisville with a total enrollment of 816 students (732 at St. Matthews Campus + 84 at Clifton Campus). Holy Trinity is a member of NCEA, fully accredited through Cognia, and celebrates an academically gifted student body that also has strong participation in academic, drama, musical, and athletic teams outside the classroom.

The principal will **oversee academic and religious education** for students in Preschool through 8th grade at the St. Matthews Campus, ensuring the integration of Catholic values with a rigorous curriculum that includes core subjects and specialty programs.

The principal will directly report to the Pastor to advance the vision and policies of the school and parish, ensuring alignment with Archdiocesan standards and promoting a strong Catholic Identity.

Primary Responsibilities:

The principal is a spiritual, academic, and operational leader of the school, responsible for fostering a Catholic school culture, promoting academic excellence, and effectively managing resources.

The ideal candidate will embody the school's Catholic mission, fostering a strong school-parish partnership and modeling Catholic teachings in all aspects of leadership. This role requires a commitment to excellence in both spiritual and educational guidance, supporting faculty, staff, students, and families, while maintaining a welcoming and inclusive environment.

Spiritual Leadership:

- Create a school community that is consistent with and upholds Catholic principles.
- Build faith-based connections with students and becomes a spiritual role model.
- Cultivate and maintain a school culture rooted in Catholic values, fostering faith and moral development among students, staff, and the broader community.
- Supervise the religion curriculum and ensure staff development to support the religious mission of the school.
- Partner closely with the Pastor to uphold culture of Catholic Identity perpetually.

Academic Leadership:

- Set and communicate the school's educational vision and goals, promoting a positive learning environment and collaborative culture.
- Support the faculty by actively listening to their needs, incorporating their input in decisions, and providing autonomy for them to lead their respective classrooms.
- Support teacher development through professional growth opportunities, observations, and data-driven evaluations.
- Oversee curriculum development, technology integration, and student achievement, ensuring academic excellence and ethical use of technology.
- Manage faculty hiring, and professional development, ensuring high instructional standards.
- Create and maintain a productive culture that promotes a positive learning environment, effective communication, and shared responsibility.

Operational Leadership:

- Lead long-term planning and manage school resources effectively, ensuring alignment with school goals and Catholic values while representing the faculty.
- Maintain positive communication with the Pastor and stakeholders (faculty, staff, parents, parish) and facilitate regular updates on school initiatives.
- Work with the Pastor to oversee compliance with federal, state, and diocesan policies, including financial management, budgeting, and accreditation.
- Supervise daily operations, including teacher evaluations, policy reviews, and student performance data analysis, ensuring a safe and efficient learning environment.
- Promote positive staff morale and a sense of community and collaboration among teachers and the broader school community.

Knowledge, Skills, and Abilities:

This role requires a visionary leader dedicated to fostering student, faculty, and community growth, with a focus on Catholic identity, academic excellence, and operational efficiency.

Key Qualifications:

- Active, practicing Roman Catholic in good standing required
- Proven track record of increasing student achievement
- Expertise in PS-8 education with a strong ability to coach and develop teachers
- Success in leading both adults and students
- Strong communication, interpersonal, problem-solving, and strategic thinking skills

Education and Experience

- Master's Degree in Educational Administration
- Possess or working towards valid Administration Certificate
- 3 – 5 years of previous administrator experience preferred
- 3 – 5 years classroom teaching experience required

The Application Process:

The successful candidate will be an individual committed to Catholic education who can advance the mission and vision of the school. He/She will be a proven, effective communicator who directly reports to the Pastor and firmly understands the diplomacy required to work with a varied constituent group. The successful candidate must be a strategic thinker and committed to working in a collaborative environment for the benefit of the students at Holy Trinity Catholic School.

Interested candidates are to submit, electronically, the following materials by January 1, 2026:

- Cover letter detailing interest and fit for the position
- Current resume
- Statement (one page) of educational leadership philosophy and Catholic Identity
- List of three professional references – references will only be contacted with permission of the applicant (to preserve confidentiality on the applicant's part)

Send all application materials to this email address: htprincipalsearch@ht-school.org

- Interviews will begin in November 2025

Start Date: July 1, 2026

Location: Holy Trinity Catholic School, Louisville, Kentucky

Questions: Contact Fr. Shayne Duvall, Pastor at sduvall@htparish.org

School Website: <https://ht-school.org>

Parish Website: <https://htparish.org>