



# Principal Search

**July 1, 2024**

St. Bernard of Clairvaux Catholic School  
1420 Old Gate Lane  
Dallas, TX 75218  
[www.stbernardccs.org](http://www.stbernardccs.org)



*Developing mind and soul since 1948*



The  
Education  
Group

# Mission & Philosophy



## MISSION

To provide students with a quality, faith-based education in a safe and nurturing environment. The school strives to witness to God's love and promote a Christian community, integrating religion and life.

## PHILOSOPHY

To recognize the individual spiritual, moral and intellectual needs of each student in an atmosphere rich in Catholic truths and values. We are committed to academic excellence by providing a challenging curriculum with high expectations for success. We consider it essential to teach the student to live in accordance with the spiritual, moral and ethical principles exemplified in the life of Christ.





# The School



## St. Bernard of Clairvaux Catholic School

Located in the heart of Little Forest Hills residential community, minutes away from [White Rock Lake](#) and the [Dallas Arboretum and Botanical Gardens](#), St. Bernard of Clairvaux Catholic School, known as the “Gem of East Dallas,” has served its parish and surrounding communities for the last 75 years by inspiring enduring friendships and cultivating community and a sense of belonging. When asked what makes St. Bernard’s special, one school member says, “We are a family where the children and teachers really care for each other.”

Established in 1948, St. Bernard of Clairvaux Catholic School opened its doors with 115 students and was staffed by three sisters from the teaching order Sisters of the Holy Spirit and Mary Immaculate located in San Antonio. By 1980, a second-story of classrooms, a cafeteria/auditorium, and residences for the clergy and sisters had been added to St. Bernard’s. Additional land was purchased shortly thereafter for parking and facility renovation. Today, the school is home to approximately 150 PK3-8 students and attracts a diverse demographic representing 25 different zip codes from around the DFW metroplex. True to the Cistercian charism of its patron, St. Bernard of Clairvaux, the faculty seeks to form saints and scholars through Catholic spiritual formation, emphasizing academic excellence and service to others. The pastor and parochial vicar of the Institute of the Incarnate Word Order (IVE) serve the parish, and two SSVM Sisters have recently joined the School’s talented and dedicated faculty.

At its heart, St. Bernard of Clairvaux Catholic School provides a faith-filled, nurturing environment coupled with a rigorous academic program. The small classroom setting enables teachers to work closely with the students to achieve excellence in faith, academics, service, and character. Each day at SBS, students enter a nurturing and engaging environment where they are genuinely welcomed by all. The call to serve others is instilled in the students, and they have opportunities to take on leadership roles at every grade level. SBS graduates leave with the poise, confidence, knowledge, and determination to succeed in high school and beyond. They also leave knowing that they are loved and will forever be a part of the SBS community.

*“What an amazingly unforgettable school year this has been for children all over the world. I’m so thankful for my daughter’s wonderful school family. I couldn’t recommend this tiny school more highly - a gem of Dallas, and a blessing for my child. St Bernard Of Clairvaux School.”*

-Parent Testimonial



Click on the links below to learn more about St. Bernard of Clairvaux Catholic School:

- [Catholic Schools Office Curriculum Guides](#)
- [Catholic Identity](#)
- [Virtues in Practice Program](#)
- [Sacramental Preparation](#)
- [Athletics](#)
- [Enrichment Programs](#)
- ⇒ [Outdoor Learning Lab](#)
- ⇒ [Smart Lab: Creative Learning Systems](#)
- ⇒ [Education and Leadership Retreats](#)
- ⇒ [Makerspace](#)
- [Additional Offerings](#)

# The Position

Principal - Start Date: July 1, 2024



St. Bernard of Clairvaux Catholic School seeks an experienced, confident, and dynamic principal who has proven success in an educational environment, preferably a Catholic elementary school. Above all, s/he must be a person of unquestionable integrity with a deep commitment to the Catholic faith. The Principal's primary responsibility is to oversee and coordinate daily operations of the school, including oversight of Catholic identity, academic excellence, extra-curricular programming, and personnel management. Possessed of strong leadership and interpersonal skills, the Principal is expected to exercise fiscal responsibility, plan strategically for the school's development and growth, and guide effective growth and interaction among parents, students and faculty and staff. [Click here for a detailed job description.](#)



The next principal of SBS will find a unified parish and school community. S/he will enter an educational environment that is a diverse, loving community who views itself as family--close-knit, caring, and devoted to the School. Parents and teachers alike describe the School as a "happy place, full of joy, where every student is known by name and feels safe and welcomed." The next Principal will also find supportive parents, dedicated teachers, hard-working volunteers, and a committed and involved pastor and parochial vicar. The presence of Fr. Luis, Fr. Andy, and the SSVM Sisters on staff is especially treasured.



# Opportunities & Challenges



Opportunities for the next Principal abound at St. Bernard of Clairvaux. S/he will be able to build on the excellent work accomplished by the current Principal and her staff. Technological tools and resources that best engage the talents and passion of individual students have been brought to the School. For example, project-based learning (PBL) programs and experienced teacher facilitators offer students a variety of ways to engage in hands-on activities. The next Principal's focus will be on growth in enrollment, strength in academic excellence and Catholic identity, and promotion of the School. Yet, the next Principal will face several challenges in leading St. Bernard's into the future, as schools with limited resources often do. As such, the next Principal will be asked to focus on the following priorities for the next three to five years.

## PRIORITIES:



Work effectively in a parish setting for student recruitment and development.



Foster a spirit of Catholic identity and fervor to be involved in Church activities.



Provide consistent and effective communication for faculty and family groups.



Collaborate in developing new and existing educational programs for the School.



Establish a sequential and developmentally appropriate student behavior program throughout all grade levels.



# Experience & Qualities



The successful candidate is required to be a practicing Catholic in good standing with the Church and possess a master's degree in educational leadership (preferably Catholic leadership) or its equivalent. Although not required, it would be a plus if the next Principal were bilingual. The next Principal will be expected to embrace the school's mission and values and bring the following experience and abilities to the position:

## PROFESSIONAL EXPERIENCE AND ABILITIES:

- Strong leadership ability that inspires others and engenders confidence.
- A demonstrated record and experience growing school enrollment.
- Ability to attract, supervise, and empower faculty and staff.
- Demonstrated experience developing new curricula and expanding academic and co-curricular programs.
- Exceptional communication, management, and organizational skills.
- Ability to promote the School by using successful and innovative marketing strategies.



## PERSONAL QUALITIES:

- A passion for children and Catholic education.
- High moral and ethical values.
- A zeal for instilling key human virtues in students.
- An ability to build trust and community.
- A flexible, collaborative and confident approach to working with others.
- A warm and approachable personality.



# Fast Facts & Tuition



**Founded:** 1948

**PK 3-8 Enrollment:** 143 Students

- Female: 69
- Male: 74

**Average class size:** 13

**Student/Teacher Ratio:** 8:1

**Ethnicity:** 57% Hispanic

**Catholic:** 89%



**Total Faculty & Staff:**

- Female 14 (2 are SSVM Sisters)
- Male 3

**Ethnicity:** Non-Hispanic 60 %

**Catholic:** 90%

**Average years teaching:** 15 years

**Average years teaching at SBS:** 5 years



**Financial:**

**SY 2023 Tuition:**

- PK-8: \$7,565 (Parishioner First Child)
- PK-8: \$9,250 (Non-parishioner First Child)

**Tuition Assistance:** \$172,000 to 43% of families

## ASSOCIATIONS AND AFFILIATIONS



**Texas Catholic  
Conference of Bishops**



**CATHOLIC DIOCESE  
OF DALLAS**



**The  
Education  
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# How to Apply



Applications will be accepted until the successful candidate is found. Prospective candidates are required to be a practicing Catholic and possess a master's degree in educational leadership or its equivalent. Although not required, it is a plus if the next Principal is bilingual. Please send the following materials in PDF documents to the search consultants:

- Letter of interest specifically addressing this position and school
- Résumé
- Statement of educational philosophy
- List of five references (four professional and one personal) with email and phone contact information as well as a statement regarding the relationship to the applicant
- Additional letters of reference are accepted but not required

## CONTACT US - The Education Group Consultants



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