



Join our JP II Cardinal Family *School Store Manager*

John Paul II High School is a next generation Catholic college preparatory high school serving families in the DFW area. Founded in 2005, JP II is committed to forming the next generation of effective and ethical servant leaders in our community and the world. Our formative education of the whole person; academic, spiritual, emotional, and physical, leads to personal transformation. Please visit our website ([here](#)) to find out more about our mission, vision, and unity statement.

Posting Date: March 2, 2026

Posting Close Date: Until Filled

Position Start Date: June 1, 2026

Location: John Paul II High School, Plano, Texas

The School Store Manager is responsible for the strategic planning, coordination, and oversight of all operations related to the JP II School Store. This position manages the retail sale of school supplies, spirit wear, accessories, concessions, and related merchandise, while also overseeing ancillary sales channels, including the online store and event-based sales. The position collaborates across departments including Athletics, Admissions, and other co-curricular programs to support merchandise needs, strengthen school engagement and expand retail opportunities both in-person and online.

Position Requirements

- Bachelor's degree preferred.
- Prior experience in retail, merchandising, or store management is highly desirable.
- Demonstrated leadership and organizational skills.
- Strong communication and interpersonal abilities with a customer-focused approach.
- Experience in retail operations, merchandising, or sales management.
- Ability to gather, analyze, and summarize operational and financial data.
- Strong attention to detail and sound professional judgement.
- Ability to effectively manage multiple priorities and collaborate across departments.
- Solid financial skills with a focus of tracking performance and supporting revenue growth.
- Proficiency in Microsoft Office applications, including Word and Excel.
- Familiarity with e-commerce platforms, specifically the Shopify platform to help manage products, orders and online store operations.
- Knowledge of Instagram and other social media channels, with the ability to create and manage posts, or openness to learn.
- Demonstrates a working knowledge of Canva or similar design software platforms.

Essential Duties and Responsibilities of the Position

- Program Leadership:
 - Provide leadership and direction for the school's spirit wear program.
 - Identify and develop merchandise that reflects current trends and aligns with the school's brand.
 - Coordinate apparel and merchandise orders with vendors and various school departments, athletic teams, and student organizations.
- Store Operations and Inventory Management:
 - Oversee all aspects of store operations, including inventory planning, purchasing decisions, and vendor management.
 - Evaluate and select manufacturers and suppliers to ensure quality, cost efficiency, and reliability.
 - Establish pricing strategies that support targeted margins while maintaining value for the school community.
 - Maintain appropriate inventory levels to support daily operations and special events.
- Merchandising, Promotions and Event Support:
 - Develop and implement merchandising strategies, promotional initiatives and in-store displays.
 - Support key school events, including athletic events (Football games), admissions events (JP11 101 Night and community gatherings) to enhance school spirit and brand visibility.
- Volunteer Coordination and Supervision:
 - Recruit, schedule and oversee volunteers who assist with store-operations during regular hours and special events.
 - Provide guidance and ensure volunteers represent the school in a professional and welcoming manner.
- Financial Management and Performance Monitoring:
 - Monitor and manage the financial performance of the school store.
 - Track sales, evaluate trends, and make data-informed decisions related to purchasing , pricing, and promotional strategies.
- Strategic Development and Growth Initiatives:
 - Identify opportunities and implement strategies to expand and strengthen the online store, with a targeted annual revenue goal.
 - Collaborate with the Admissions Office to develop partnerships with feeder schools and support broader school engagement efforts.

Performance of this job will be evaluated annually in accordance with the policies of the Diocese of Dallas and John Paul II High School.

Application Procedures: Complete a Diocesan [application](#).

Letter of interest and current resume, including significant accomplishments, to:

Mr. Mark Crawford
 Human Resources Manager
markcrawford@johnpauliihs.org

Salary: Commensurate with experience.

Benefits:

- 100% Premium-paid employee coverage for Medical, Dental*.
- Employer-paid Life Insurance, up to \$50,000.
- Paid Maternity/Paternity/Adoption Leave*.
- Vision, Long-term Disability, purchase of supplemental Life Insurance for employee and dependents*.
- Medical & Dependent Care Flexible Spending Accounts.
- Generous Retirement Savings Plan 403(b)*.
- Generous Paid Time Off.
- Tuition Discounts available after 2 years of employment.

**some restrictions apply*

Interviews conducted as needed.