

# Catholic School Principal Job Description

## Summary

The principal is the primary religious and educational leader of the school. As spiritual leader of the school, the principal is expected to nurture the faith development of the faculty and staff by providing opportunities for spiritual growth. As educational leader the principal provides ample opportunity for continuing education for all staff members. The principal reports directly to the Parish Pastor/System President and is responsible for the implementation of the Mission statement of the school.

*The Principal/Minister understands that this is a ministerial position at a religious institution and that there is within the Catholic Church a body of officially taught and commonly accepted beliefs, the communication of which is a fundamental purpose and mission of a Catholic School and that its students and staff have a right to expect such communication implicitly and explicitly from its principal and teachers regardless of the subject areas, grades, or courses being taught.*

The principal has the authority and responsibility for the daily operations of the school which include the setting and implementation of policies and programs in the following areas:

## Responsibilities

- Provides visible spiritual leadership of the school community and ensures that appropriate religious and school ministry activities occur regularly.
- Has the task of ensuring that all Diocesan policies and administrative procedures applicable to the operations of the school (employee and student handbooks) and the school's mission as a Catholic academic community are implemented.
- In cooperation with the School Pastor and school staff designs the academic program of the school, arranges for the assignment, the purchase of materials and equipment and the scheduling of courses and related activities and annual evaluation of the program.
- Approves and oversees all student activities and athletics by means of effective personal communication and working relationships with students, faculty/staff and families.
- Develops and oversees programs of guidance and counseling, student services and the supervision and discipline of students.
- Develops the criteria for admission to the school according to diocesan policies, and determines the admission of students based on that criterion.
- Supervises and evaluates teaching and support staff in accordance with the Diocese of Saginaw Growth Model.
- Works collaboratively with the staff and diocese to provide for the revision of instructional programs and professional staff development.
- Recommends to the Parish Pastor the appointment of faculty and staff; Theology teachers must be approved by the Diocese of Saginaw Bishop.
- Manage all operations of the school.
- Maintains open and consistent lines of communication with students including meeting with students, listening, and referring them for counseling services as appropriate.
- Work collaboratively with school staff such as security, cafeteria, and maintenance to ensure a safe and positive environment.
- Monitors and responds to feedback from students and parents which may impact the school environment.
- Confers regularly with the School Pastor and staff on the development and management of the school budget and the development of programs for effective student recruitment and retention.
- Other duties as assigned.

## **CANDIDATE PROFILE**

- A practicing Roman Catholic who will inspire a shared vision of the value of a Catholic education across all constituencies, faculty, students, parents and the greater Faith community.
- Energetic and positive approach to responsibilities.
- Drive to attain results; proven experience and effectiveness in improving student achievement in classroom and/or school.
- Has a positive attitude; demonstrates compassion.
- Self-motivated; able to accept criticism and grow as a result.
- Strong communication and organizational skills.
- Must possess strong leadership and interpersonal skills to guide effective interaction among parents, students and staff.
- Must recognize and appoint competent people to positions of leadership.
- Must be able to listen to teachers and staff and attempt to understand their perspective.
- Must be able to resolve staff conflicts in the spirit of a Catholic faith climate and fosters academic professionalism among the staff.
- Continues his/her own professional development through reading, workshops etc.

## **QUALIFICATIONS**

- Must be a practicing member of the Roman Catholic Church
- Current teaching certification issued by the State of Michigan
- Masters degree in educational administration from an accredited college or university
- Preferred minimum of five years of experience in a Catholic school
- Preferred minimum of three years of administrative experience in education
- Adhere to Code of Ethical Conduct
- Completion of background checks and fingerprinting, Virtus Training, Catechist Certification