



St. Elizabeth Faith Community
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P.O. Box 392 Fax: (989) 868-0060
Reese, MI 48757 Web: www.stelizabethreese.org

St. Elizabeth of Hungary Parish **School Principal**

DATE: 3/8/24
JOB TITLE: School Principal
SUPERVISOR: Pastor- Father Andrew LaFramboise
STATUS: Full-Time Exempt

St. Elizabeth of Hungary Catholic School in Reese, Michigan is seeking a Principal for the 2024-2025 school year. St. Elizabeth is a Pre-kindergarten-8th grade school with 35 students enrolled.

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 and is responsible for the implementation of the Mission statement of the school. The Principal works closely with the superintendent to ensure the school meets appropriate federal, state, local and diocesan policy.

The Principal 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.

Vision Statement

As disciples of Jesus Christ, we will have full and active participation by knowing, living, sharing and celebrating our Catholic Faith.

Mission Statement

St. Elizabeth of Hungary Parish Community is called to know, live, share, and celebrate our Catholic faith.

- 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.
- 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

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- Current teaching certification issued by the State of Michigan, or openness to pursue and complete an alternative training
- Master’s degree in educational administration from an accredited college or university preferred
- Preferred minimum of five years of experience in a Catholic school
- Preferred minimum of three years of administrative experience in education
- Openness to pursue appropriate training as an administrator
- Adhere to Code of Ethical Conduct
- Completion of background checks and fingerprinting, Virtus Training, Catechist Certification

Working Conditions:

Work is performed primarily in an office setting. Employee is required to do extensive close computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.

Job Description Review and Acceptance:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor’s to indicate assignment of duties, line of supervision*
- *Employee’s, after hire, to indicate acceptance of duties and supervision*

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

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