

# **Auburn Area Catholic School**

## **Job Description**

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**TITLE:** School Principal  
**SUPERVISOR:** Pastor  
**STATUS:** Full-Time, Salary, Exempt

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**DATE:** June 2025

### **GENERAL DESCRIPTION**

The principal is the primary religious and educational leader of the school. As spiritual leader, the principal is expected to nurture the faith development of the faculty and staff by providing opportunities for spiritual growth. As the educational leader, the principal provides many opportunities for continuing education for all staff members. The principal reports directly to the Pastor of the parish and works closely with the Superintendent of Catholic Schools. The principal has the authority and responsibility for the daily operations of the school, which include the setting and implementation of policies and programs.

### **ESSENTIAL DUTIES & 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.
- Designs the academic program of the school, arranges for the assignment of staff and faculty, the purchase of materials and equipment, and the scheduling of courses and related activities.
- 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 those criteria.
- Supervises and evaluates teaching and support staff in accordance with the Diocese of Saginaw Growth Model.
- Recommends to Pastor the appointment of faculty and staff; the Bishop of the Diocese of Saginaw must approve Theology teachers.
- Manages all operations of the school.
- Monitors and responds to feedback from students and parents, which may impact the school environment.
- Confers regularly with the business office, pastor and superintendent to develop and manage the school budget and the development of programs for effective student recruitment and retention.
- Other duties as assigned.

### **ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Reports to and is evaluated by the pastor
- Works collaboratively with the appropriate staff to provide for the revision of instructional programs and professional staff development.
- Maintains open and consistent lines of communication with students, including meeting and listening to students, and referring them for counseling services as appropriate.

- Works collaboratively with school staff to ensure a safe and positive environment (security, cafeteria, playground, maintenance)

### **EDUCATION AND EXPERIENCE:**

- Master's degree in education from an accredited college or university.
- Minimum of three (3) years of administrative experience in education, which includes budgeting, and personnel management.
- Valid Michigan teaching certificate with a minimum of five (5) years of teaching experience, Catholic school experience preferred.
- Valid Administrative certificate or must be in process or be willing to enroll in a program within six (6) months from the date of hire.
- Candidates with different or unique career and life experiences than listed above that may serve the mission of the parish and the school are encouraged to apply.

### **JOB RELATED SKILLS:**

- Energetic and positive approach to responsibilities.
- Driven to attain results; proven experience and effectiveness in improving student achievement in classroom and/or school.
- 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.
- Valid Administrative certificate or must be in process or be willing to enroll in a program within six (6) months from the date of hire.

### **Interpersonal Skills:**

- The ability to work with others in a collaborative team environment.
- Ability to maintain confidentiality and high standards of honest and ethical behavior. Has a positive attitude and demonstrates compassion.
- Self-motivated, able to accept constructive feedback and grow as a result.

### **WORKING CONDITIONS**

- Hours of Work: Must remain flexible in order to adjust to varying demands and schedules; this position will require working various hours including weekends, days and evenings, and holidays
- Nature of Work: Work is performed primarily in school and office setting
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 20 lbs.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

### **ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.

- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

#### **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 signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_