



## Catholic Elementary School Principal

### Job Description

\*\*\*To be adapted according to the needs of each local site.

#### RESPONSIBILITIES

**Collaborates with the pastor(s) and other church leaders to help the school community in serving the mission of the parish (es). This is accomplished by:**

- Participating in comprehensive planning, implementation and evaluation of the parish's programs, goals and objectives with particular emphasis on the religious education/formation
- Serving as a member of the pastoral staff and as a professional resource to the staff in all areas relating to the Catholic elementary school
- Participating in parish, district and Archdiocesan planning efforts

**Ensures the development and implementation of an overall learning environment which promotes Catholic faith formation/education, ethical decision-making, safe environment practices, social justice, and Christian leadership. This is accomplished by:**

- Developing and promoting a culture that integrates Gospel values into all aspects of school life
- Assuring the integration of the school with the broader parish community
- Ensuring that the religion curriculum is consistent with Church teachings and is regularly taught at all grade levels
- Providing regular opportunities for the entire school community to participate in the sacramental life of the Church and to celebrate the liturgical seasons
- Implementing and monitoring all safe environment programs and practices
- Promoting a leadership style compatible with Christian principles
- Personally witnessing to the principles and values of the Catholic faith
- Fostering a teaching and learning environment which reflects Catholic social teaching

**Ensures curriculum development to meet the needs of every student. This is accomplished by:**

- Working with the faculty to develop a curriculum appropriate to the children's needs in accordance with Archdiocesan and state standards
- Utilizing community resources in the development of curriculum
- Determining the use of consultants and supplementary services in presenting or developing curriculum materials for the school
- Facilitating distance learning where appropriate
- Ensuring student competency in the use of technology

**Ensures the school's accreditation status. This is accomplished by:**

- Completing the school's annual report
- Consistently addressing the items identified on the school's long-range plan
- Maintaining all accreditation documents and submitting them on time
- Thoroughly preparing for the accreditation site visit
- Following up on all recommendations made by the visiting team as a result of the site visit

**Ensures strong pupil-parent services. This is accomplished by:**

- Determining appropriate placement of pupils in individual classes
- Fostering positive, professional relationships between teachers and parents
- Providing cross grade level articulation throughout the school
- Working closely with area high schools to provide smooth student transition
- Directing discipline and guidance services at the school
- Welcoming and addressing the needs of a diverse student population
- Cultivating understanding and services that address the special needs of all students

**Fosters a professional learning community. This is accomplished by:**

- Providing leadership for teacher growth and development
- Providing mentoring and support for beginning teachers and teachers new to the school
- Complying with all state and Archdiocesan requirements for PI34
- Directing and guiding selection of methods and materials of instruction according to state and Archdiocesan Standards
- Leading the analysis of all student data to inform decisions about improvement of student learning
- Regularly reviewing and evaluating the alignment of curriculum, instruction and assessment

**Ensures appropriate personnel management. This is accomplished by:**

- Recruiting and selecting personally and professionally qualified individuals for teaching positions
- Assigning certified and classified personnel on staff to specific duties
- Cultivating a professional learning community
- Providing in-service opportunities that match school program improvement needs
- Insuring that all personnel are appropriately compensated
- Maintaining a continuous program of supervision and evaluation of the staff and of the instructional program aligned with the school's mission and vision
- Recruiting and assigning personally and professionally qualified substitute personnel

**Collaborates with local boards and committees such as pastoral council, finance committee, school advisory committee, and the parent-teacher association in fostering the school's vision and mission. This is accomplished by:**

- Regularly attending required meetings
- Preparing critical data to inform boards and committees
- Implementing board policies
- Seeking input from all constituencies
- Cultivating new membership on boards and committees

**Ensures satisfactory parent and community relations. This is accomplished by:**

- Effectively communicating with parents regarding pupil progress and important school matters
- Regularly publishing (via paper or web) a school newsletter with current school information
- Being available for parents on a regular basis
- Providing courteous and open reception for authorized school visitors
- Engaging parents to play an important part in the mission of the school

- Developing and working with the parent-teacher association
- Participating in the broader parish and community events and associations
- Establishing a working relationship with area high schools – especially Catholic high schools
- Supporting Catholic high school recruitment efforts
- Ensuring that the school is a vital part of the local community by reaching out to stakeholders in the parish, parent and community at large

**Ensures stewardship in resource management. This is accomplished by:**

- Ensures adequate instructional resources
- Overseeing evaluation and purchase of instructional materials including textbooks, technology, library and all instructional materials
- Evaluating and recommending necessary modification of buildings
- Ensuring high standards for safety and cleanliness in the building(s)
- Accessing appropriate bussing services for students

**Ensures proper budget and fiscal oversight. This is accomplished by:**

- Preparing or participating in preparation of the school budget
- Administering and ensuring a balanced school budget
- Consistent reporting of financial status of the school to pastor and boards
- Keeping accurate records of income and expenses
- Maintaining procedures for expenditures by school groups, faculty and staff
- Working with the business manager/bookkeeper to ensure consistent monthly tuition collection and follow-up on any delinquent tuition
- Ensuring accessing and use of title funds and all available government funding
- Ensuring an affordable student-staff ratio

**Ensures continued advancement of the school. This is accomplished by:**

- Ensuring effective methods for new student recruitment and current student retention
- Ensuring effective methods for making the school visible in the community
- Ensuring consistent development efforts to promote broad relationships and third source funding for the school
- Developing new resources for the school
- Establishing a development committee
- Working collaboratively with development committee to advance the school

**Ensures proper office management. This is accomplished by:**

- Directing the scheduling of usage of all school facilities
- Insuring that the official records are properly maintained and secured
- Maintaining updated personnel records
- Providing for office and telephone coverage during school operating hours
- Developing and publishing a school calendar
- Completing all forms and documents as required by the Archdiocese, state, public school district, etc. and submitting them on time

**Requirements:**

- Master's Degree in education administration (current license required or study plan)
- Practicing Catholic in good standing with the Catholic Church
- 3-5 years teaching experience
- Demonstrated leadership skills
- Knowledge of professional development for staff
- Previous administrative experience preferred

PRINCIPAL SIGNATURE:	DATE:
SUPERVISOR SIGNATURE:	DATE

By entering my full name, I attest that this constitutes my legal electronic signature on this form.