



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.