



Proposed
Secondary Catholic School Principal
Job Description

The principal's highest priority is the building of a Catholic community faith in which the Catholic Christian message and experiences of community, worship, service and social concern are integrated. Additionally, a paramount responsibility is to promote and facilitate student learning of the highest quality.

The Principal:

- a) Administers the total school program;
- b) Supervises and evaluates and provides for the development of teachers and maintains an instructional program of the highest quality;
- c) Assists the president in overseeing the operation of the school plant and supervises all support staff members;
- d) Partners with the parents, school and general public communities and maintains regular communication with all stakeholders
- e) Networks and collaborates with other schools to enhance and enrich the school;
- f) Seeks counsel from the Office for Schools and Human Resources of the Archdiocese of Milwaukee.

RESPONSIBILITIES:

1. Educational Leader

- a) Develops and implements a vision and school climate reflecting Catholic identity in collaboration with the school and parish communities;
- b) Promotes healthy staff morale and fosters leadership ability among staff;
- c) Identifies needed change and uses research to guide action plans
- d) Attends to personal and professional development;
- e) Provides in-service and consultation to faculty focusing on mandatory reporting and Safe Guarding God's children;
- f) Partners with the president and the school board on the school's educational agenda and provides opportunities for board development;
- g) Maintains school accreditation standards of the Archdiocese and other agencies at the state and national levels.

2. Curriculum and Instruction

- a) Ensures that the theology curriculum conforms to Archdiocesan standards by assisting the teachers in applying knowledge of religious content and methods of faith formation;
- b) Provides in-service opportunities and other means for the school to foster understanding of cultural and religious differences;
- c) Encourages teachers to use a variety of educational and pedagogical skills and is aware of the development stages of the students;

- d) Evaluates the general effectiveness of the school's learning program by utilizing effective procedures for student assessment;
- e) Supports teachers in recognizing and accommodating the special learning needs of children within the regular classroom;
- f) Assists the school community, especially teachers, to integrate Gospel values and Christian ethics into the curriculum, policies and life of the school.

3. Spiritual Leader

- a) Nurtures the faith and development of school community through opportunities for spiritual growth;
- b) Ensures quality Catholic religious instruction of students;
- c) Provides opportunities for the school community to celebrate our faith;
- d) Collaborates with staff to give witness to the Catholic identity of the school with religious signs, symbols and displays
- e) Supports the president in interpreting the school philosophy, policies and regulations, and the religious and educational programs to the school community at large;
- f) Is a model of Catholic Christian spirituality, attitudes and behavior.

4. Managerial Leader

- a) In collaboration with the president, invests in effective marketing and student recruitment/retention strategies and uses programs to maximize enrollment, optimize efficient use of facility capacity and build an enduring positive image or "Brand Equity" for the school;
- b) Recruits, interviews and selects the high school faculty;
- c) Assists the faculty in achieving the goals of Catholic education through staff development and professional leadership;
- d) Evaluates and provides for development opportunities for instructional personnel;
- e) Initiates appropriate consultation with the Archdiocesan Central Offices;
- f) Complies with appropriate canonical, federal, state and local laws in harmony with Archdiocesan policies and procedures;
- g) Plans and manages the high school's financial resources including development;
- h) Under the direction of the president, oversees and monitors the budget and distributes resources to maintain a balanced budget;
- i) Assists the president in seeking volunteer resources and financial support beyond the school community in collaboration with development personnel.

REQUIREMENTS:

Master's degree in Education Administration (current license required)

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

Physical/Visual/Mental Demands.

Position requires the ability to react to fast paced environment; verbally converse with other individuals, move and lift objects of ten pounds. Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be physically able to operate a motor vehicle. Physical requirements are consistent with those of sedentary work, which involves long periods of sitting, but may involve walking or standing for periods of time.

TYPICAL WORKING CONDITIONS:

Work environment characteristics described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Person in this position will typically work in an inside office environment; would work alone at times and frequently with a group; normal hours would be 40 hours a week, Monday through Friday between 8:00 am – 5:00 pm. Position requires occasional evenings and weekend hours.

NATURE OF SUPERVISION RECEIVED:

Works under the direction of high school president and board of directors; also works independently within authority limits and experience level and maintains close communication with the Superintendent to keep the individual issues balanced with the larger community picture.

JUDGMENT EXERCISED/DECISIONS MADE:

Judgment is independently exercised on a daily basis always keeping the integrity of people, policy, procedure, and best practices in mind; communication with the Superintendent is essential for reasons mentioned above.

FINANCIAL RESPONSIBILITY:

Responsible for effective use of time and budgeted resources.

SUPERVISION EXERCISED/NUMBER OF EMPLOYEES SUPERVISED:

Per budget approval.

SUPERVISOR NAME:		TITLE:
SUPERVISOR SIGNATURE:		DATE:
PRINCIPAL NAME:		
PRINCIPAL SIGNATURE:		DATE:

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