

## JOB DESCRIPTION

<b>Position Title:</b> Principal	<b>Status:</b>
<b>Department:</b>	<b>Rank:</b>
<b>Supervisor's Title:</b>	<b>Approval Date:</b>
<b>Revised:</b>	<b>Compensation Review:</b>

**Job Summary:**

The Principal will provide leadership and administration to motivate instructional and support personnel, strive for superior performance and provide the best possible opportunities for student growth and development, both educationally and personally. The Principal provides the Catholic instructional leadership necessary for the school to grow as a faith learning community.

**Actions required to be consistent with Culture and Values:**

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

**Required Knowledge, Skills, & Abilities:**

**Knowledge**

- Master's degree in Education and/or Administration; or working toward it
- Current administrative license or working toward an administrative license; submission to legal background check
- Teaching experience in a Catholic school
- Active participation in Foundational Catechetical Certification (FCC)
- Knowledge and implementation of relevant technology

**Skills and Abilities**

- Practicing Catholic who attends Sunday Mass weekly, attends Holy Days liturgies observes Lenten practices, etc.
- Ability to establish and maintain cooperative and effective working relationships with others most especially with students and families engaged in our Catholic school.
- Ability to communicate effectively orally and in writing
- Lesson planning, student education, ability to assess student learning styles and assessment

**Duties and Responsibilities:**

“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”

1. Attend retreats, seminars and small group discussions where faith is discussed; lead a personal and professional lifestyle that models a believing, practicing Catholic
2. Understands, represents, commits to and implements the mission and philosophy of our school.
3. Fosters collaboration with families, clergy, parish staff, diocesan offices and organizations who entrust their children to our educational programs
4. Recruitment, recommendation of employment, supervision, and evaluation of employees; maintain employee personnel files.
5. Ensures academic quality by focusing on school academic goals, grade-level goals and the teaching-learning process
6. Oversees department/grade-level meetings at regular intervals and maintains minutes.
7. Plan, develop, and implement regular and on-going staff development programs
8. Implements the policies and guidelines as specified in the personnel handbook
9. Collaborates with local public school(s) to collaborate on professional development program opportunities.
10. Based on solid educational research, assists faculty in the integration of additional instructional and assessment strategies
11. Investigates learning formats and methodology and evaluates their value to program offerings
12. Demonstrates proficiencies in the use of technology including hardware, software and applications.
13. Oversees the implementation and evaluation of the religious formation program in accordance with diocesan goals
14. Develops and implements the policies and guidelines as specified in the Parent/Student handbook
15. Oversees the development of athletic and co-curricular programming
16. Ensures non-athletic and co-curricular programs are supervised
17. Coordinates academic awards programming and graduation activities
18. Ensures the physical building and grounds are a safe and clean environment in which to learn and work
19. Assigns adult supervision to monitor student safety
20. Other duties as assigned.

**Christian commitment:**

- Role model and witness to a Christian lifestyle
- Motivates, through good example, meaningful prayer and Liturgical experiences
- Promotes a positive, charitable spirit and nurtures a Christian environment within the school community; interacts with families promoting the total Christian education of the student
- Works openly, creatively, and collaboratively with the president, SMCS principals and other members of the leadership team
- Remains calm under pressure, never displaying unjust anger, animosity, or lack of consideration

**ADA**

**Physical/Visual/Mental Demands:** Ability to use a computer, calculator, copier, fax, telephone/voice mail, email and information management software. The employee is frequently required to sit, walk and stand. Must be able to lift up to 50 pounds; bend, kneel and reach. Specific vision abilities required by this job include close vision, distance vision, depth

perception and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. The employee rarely performs routine work. The principal must maintain emotional control under stress and work with frequent interruptions. The employee is frequently involved in social interaction which requires oral and written communication.

**Typical Working Conditions:** The position is a full-time, year-round position. The employee will be working some nights and weekends throughout the school year and occasionally during the summer. Principals manage high to moderate levels of stress and must be able to work a full-school day. Typical work conditions are in a standard school or office environment although occasional field trips will necessitate outdoor and potential inclement weather exposure.

**Nature of Supervision Received:** Works under the direction of the Pastor. Works independently within authority-limits and expertise. The direction from the Pastor to assign objectives, assist in task priority setting, review results and offer guidance. Requires individual initiative in recognition of problems and solutions.

**Judgment Exercised/Decisions Made:** Employee must be comfortable in a position of authority and able to command a school. Must be able to facilitate communication between employees, students, parents, the community and state and local governments. Financial analysis and projections, fund allocation, child safety and other executive level decisions are made within the position.

**Financial Responsibility:** Responsible for student enrollment projections, funding, budgets, and financial outcomes. This includes fundraising, teacher salaries, and tuition rates.

**Supervision Exercised/Number of Employees Supervised:** Principal supervises 8 – 12 professional teachers, aides, administrative and custodial personnel.

Signature \_\_\_\_\_ Date \_\_\_\_\_