

PRINCIPAL JOB DESCRIPTION

PERFORMANCE RESPONSIBILITIES OF A PRINCIPAL

- a. Spiritual Leadership
 1. Articulates the Catholic mission of the school to faculty, staff, students, parents and members of the community.
 2. Creates an environment that reflects Catholic identity through which the presence of Christ is encountered.
 3. Recognizes, encourages and supports the primary right and responsibility of parents to foster religious values in their children.
 4. Witnesses to staff, students and parents a commitment to the gospel and the Catholic Faith by building a faith community.

- b. Instructional Leadership
 1. Provides leadership in the development of educational programs.
 2. Implements a curriculum providing for diverse abilities, needs and interests of students and provides reasonable accommodations as required.
 3. Utilizes data to promote innovation, improve instructional learning and performance, and to set goals for future achievement.
 4. Monitors and analyzes educational programs, service and instructional materials to determine their effectiveness in helping students meet identified learning objectives.

- c. Personnel Selection, Development, and Management
 1. Hires and maintains a qualified and effective faculty and staff.
 2. Manages the faculty and staff effectively.
 3. Provides for supervision and evaluation of faculty and staff.
 4. Promotes the ongoing professional development of faculty and staff.
 5. Interacts with employees in a professional manner.

- d. Student Development
 1. Maintains school climate, which fosters spiritual, academic, social, physical and emotional development of students.
 2. Provides a student-centered program.
 3. Encourages students to grow in virtue, to practice self-discipline and develop a sense of fairness and accountability.

- e. General Administration and Organization

1. Provides evidence that diocesan philosophy, policies and educational goals are implemented and supported in the school's curriculum, activities and materials.
2. Ensures the preparation and submission of all necessary reports to the state and Office of Catholic Schools in a timely manner and cooperates with the diocesan office.
3. Maintains an organizational design for the school, which promotes communication, cooperation and the sharing of faith.
4. Encourages high expectations for student and staff performance and a commitment to continuous improvement.
5. Follows a systematic process for making decisions.
6. Delegates responsibilities.
7. Maintains complete, accurate and current files.
8. Oversees the management of the school's physical facilities, ensuring that the plant is clean, secure and safe.

f. Community Relations

1. Communicates philosophy, goals and school policies so that parents understand the programs of the school.
2. Maintains effective channels of communication with parents, listening and responding in a timely manner to questions and concerns.
3. Maintains effective communication with the pastor and parish associated with the school.
4. Maintains effective communication and cooperates with local school board (if applicable).
5. Cooperates with parish community (for parish, inter-parish and regional schools).
6. Maintains effective public relations with the civic community.
7. Utilizes technology to communicate the school's mission and programs and to enhance opportunities for meaningful exchange.

g. Financial and Development Leadership:

1. Supervises the operation of the school plant in accordance with federal and state law, fire regulations and local building codes.
2. Shows adeptness in monitoring the school budget.
3. Shows adeptness in monitoring school financial transactions.
4. Implements enrollment management strategies in an effort to support student recruitment and retention.

5. Encourages and supports development initiatives in support of the long-range financial stability of the school.
- h. Design for Excellence Progress
1. Actively engages in the formation and implementation of the Diocesan Design for Excellence Program.
 2. Satisfactorily implements each of the annual goals identified in the School's DFE Report.