

Job Description

Elementary School Principal

Responsible to: Pastor and/or the Superintendent of Schools

- I. General Duties and Responsibilities:** The principal provides leadership in the development and direction of an instructional program designed to achieve diocesan and parish objectives S/he is responsible for the complete operation of the school, including all its approved functions and services. Responsibilities include implementation of Diocesan and school policies.
- II. Specific Duties and Responsibilities:** As administrator of the school, the principal/director shall:
- A. Maintain the school as a ministry of the parish by:**
1. Collaborating with the faculty, staff and pastor(s) to insure that the Catholicity and mission of the school is understood and implemented;
 2. Meeting with the pastor(s) on a regular basis to keep him/them informed of the state of the school and any issues that arise;
 3. Providing opportunities for the pastor(s) to visit the school;
 4. Collaborating with the pastor(s) to develop a written plan for worship and prayer opportunities;
 5. Consulting with the pastor(s) about any serious disciplinary problems involving students, parents or staff;
 6. Collaborating with the pastor(s) in developing and directing an advisory board;
 7. Collaborating with the pastor(s) and advisory board to develop a balanced budget;
 8. Giving the pastor(s) a periodic report regarding the state of the budget;
 9. Communicating to the pastor(s) the ITBS results and the ACRE results;
 10. Participating in parish staff meetings where applicable;
 11. Consistently enforcing the teacher agreement, faculty/staff handbooks, letters of employment and local personnel policies;
 12. Constructing, updating and monitoring a long range strategic plan;
- B. Provide leadership in instruction, curriculum development, and evaluation by:**
1. Collaborating with the faculty and staff to insure that the Catholicity and mission of the school is understood and implemented;
 2. Coordinating faculty meetings to study curriculum areas;
 3. Having a well-planned school instructional program based on agreed upon values, goals and beliefs;
 4. Developing effective ways to assess goal accomplishment;
 5. Updating the goals on a regular basis with input from the faculty and staff;

6. Creating a professional development plan linked to school goals;
7. Providing professional development opportunities linked to school goals;
8. Supervising faculty and staff according to Diocesan guidelines which includes pre and post conferencing and goal setting;
9. Communicating with the faculty and staff on a regular basis;
10. Providing an atmosphere that encourages faculty and staff to communicate with administration about issues and concerns;
11. Providing opportunity to have input into major issues affecting the school;
12. Ensuring consistent enforcement of the school's written code of conduct;
13. Offering appropriate opportunity for the faculty and staff to have input into the annual school budget;
14. Providing a framework that allows for the use of standardized testing results and ACRE results to assist faculty with the improvement of instruction;
15. Communicating well with parents, guardians and students;
16. Promoting healthy faculty morale;
17. Overseeing the maintenance, cleanliness, and safety of the facility;

C. Provide leadership in establishing policies and procedures for the efficient operation of the school by:

1. Collaborating with the support staff to ensure that the Catholicity and mission of the school is understood and implemented;
2. Providing clear job descriptions and performance expectations for each position;
3. Reviewing policies and procedures on a regular basis with support staff input;
4. Providing appropriate professional development opportunities;
5. Supervising staff according to Diocesan guidelines which includes pre and post conferencing and goal setting;
6. Communicating with the staff on a regular basis;
7. Providing an atmosphere that encourages support staff to communicate with administration about issues and concerns;
8. Providing opportunity to have input into major issues affecting the school;
9. Ensuring consistent enforcement of the school's written code of conduct;
10. Offering appropriate opportunity for the staff to have input into the annual school budget;
11. Overseeing the maintenance, cleanliness, and safety of the facility;

D. Work with the Diocese on School Improvement by:

1. Insuring the Catholicity of the school through a plan of instruction, prayer, worship, service and community building opportunities;

2. Attending Diocesan mandatory meetings;
3. Attending cluster meetings;
4. Responding promptly to requests for information from the diocese;
5. Maintaining personnel and student records in accordance with Diocesan directives;
6. Supervising faculty and staff according to Diocesan directives;
7. Showing evidence of following through with the SIP process including implementation;
8. Following diocesan directives regarding the hiring of qualified personnel;
9. Following Diocesan directives relative to non-renewal and termination of personnel;
10. Keeping the superintendent informed of significant issues involving the school;
11. Overseeing the maintenance of the facility to provide a clean, safe and educationally sound environment;
12. Maintaining appropriate administrative certification;
13. Insuring that all inservice points are kept up to date on the Diocesan web site;
14. Insuring that all faculty have appropriate certification and maintain that certification;
15. Completing all necessary forms for the federal government;
16. Completing all necessary forms for the state;
17. Completing all required forms for FCC and the Diocesan office by stated deadlines;
18. Complying with all applicable state and federal regulations;
19. Complying with all accreditation standards;
20. Constructing, updating and monitoring an ongoing long range strategic plan;
21. Developing a personal professional development plan using the principal performance review results;

E. Work with the advisory board to insure school growth by:

1. Insuring the existence of an advisory board with a functioning constitution and bylaws;
2. Providing an orientation to new members before they serve on the board and offering opportunities to continue inservice;
3. Consulting with the board president and pastor(s) when setting the agenda for board meetings;
4. Keeping the board informed of the state of the school by regular reports on curriculum, testing results, finances, etc.;
5. Involving the board in helping to set the yearly budget;
6. Allowing the board to function in an advisory capacity to the administrator in areas of policy;
7. Working with the board in creating and maintaining a public relations plan for the school;

8. Fostering a cohesiveness of the board;
9. Assisting with the recruitment of new board members as needed;
10. Encouraging goal setting and visionary pursuits;

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