

JOB DESCRIPTION

POSITION NAME: Principal for two multiage schools	SCHOOL: Sacred Heart-57 students PK-8 St. Vincent de Paul-109 students PK-6
REPORTS TO: Pastor/Superintendent of Catholic Schools	EFFECTIVE DATE: July 1, 2018
CLASSIFICATION: Exempt	CURRENT EMPLOYEE: NA

GENERAL STATEMENT OF DUTIES: The principal ensures the effective operation of a Catholic education program by providing leadership in curriculum development and programming, financial and personnel management, student/teacher/program evaluations, public relations and planning, facility maintenance and development.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

The four roles of a principal (as Spiritual Leader, as Instructional Leader, as Administrator, and as Communicator) are important ministries of leadership in a Catholic school.

1. The principal maintains the schools as a mission of their respective parishes:
 - ◆ Works with staff and priests to ensure that this mission is understood;
 - ◆ Meets with parish ministry teams as needed or requested;
 - ◆ Serves as executive officer and participate in meetings of the school advisory council for both schools;
 - ◆ Keeps the School Advisory Councils updated about the state of the school and implements policies of the school advisory council;
 - ◆ Provides in-service opportunities for the school advisory councils.
2. Provides leadership in instruction, curriculum development, and evaluation:
 - ◆ Coordinates faculty and group meetings collaboratively for two schools to study curriculum areas;
 - ◆ Plans and prepares collaboratively with two school staffs an instructional program to achieve well-defined goals and meet instructional needs;
 - ◆ Encourages instruction which meets the various needs and abilities of the students.
3. Provides leadership for professional growth:
 - ◆ Improves quality of instruction through continuous supervision;
 - ◆ Evaluates the total instructional program through continuing supervision;
 - ◆ Facilitates the professional growth of staff by initiating, providing, and participating in collaborative staff meetings, curriculum in-service days, educational, and cultural conferences.
4. Selects, supervises, and evaluates staff for both schools:
 - ◆ Works with staff to achieve consistently high standard of performance;
 - ◆ Develops, communicates, and implements a plan of evaluation for all staff members;
 - ◆ Submits written assessments of staff according to the adopted plan.
 - ◆ Provides leadership for school accreditation and strategic planning;
 - ◆ Develops processes that develop a school's philosophy and mission statements;
 - ◆ Assesses student programs and their impact on learning;
 - ◆ Develops each schools' improvement program based on identified needs;

- ◆ Monitors the accomplishments of the school improvement plan.
- 5. Provides leadership for long range (strategic) planning and development activities;
- 6. Manages student activities:
 - ◆ Works with staff to develop and encourage broad student participation in the total school program, including student government, art, music, and athletic activities;
 - ◆ Keeps students informed concerning the school's aims and objectives, policies and procedures, rules and regulations, events and activities;
 - ◆ Provides crisis intervention when appropriate;
 - ◆ Seeks to acquaint individuals with appropriate agencies for resolution of problems.
- 7. Ensures effective and relevant use of personnel resources and physical plant for both schools:
 - ◆ Coordinates the use of the school building;
 - ◆ Supervises maintenance of the school building in collaboration with building and maintenance committee;
 - ◆ Implements evaluation recommendations of fire marshal and building inspectors.
- 8. Plans the budget and manages funds assigned to the schools:
 - ◆ Participates in planning the school budget in dialogue with pastor, finance committee, school advisory council and staff keeping immediate and long-term needs in view;
 - ◆ Monitors school budget and report findings to finance committee, school advisory council, and staff.
- 9. Provides leadership for both schools and community relations:
 - ◆ Interprets Archdiocesan and parish educational policy to the staff, parish, and community;
 - ◆ Keeps the parish and community informed about the school's programs and activities;
 - ◆ Is responsible for communicating the philosophy of the school to the public.

MINIMUM QUALIFICATIONS

Holds a Master’s Degree and a valid license as set forth by Oregon Teacher Standards and Practices Commission or equivalent certification from another state.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle, and perform repetitive motions of the hands/wrists. Principal must be able to stand and/or sit for extended periods. May need to climb stairs and lift, carry, push, and/or pull items up to 50 pounds. Must be able to respond effectively to emergency situations. Must be able to drive between the two schools that are 13 miles apart.

WORKING ENVIRONMENT

Work is usually performed in a school setting. Employee is required to attend evening meetings and may oversee field trips and other special events.

SUPERVISION

Exercises working supervision over all staff, students, instructional assistants and volunteers as necessary.

Employee Signature/ Date

Supervisors Signature/ Date