

## JOB DESCRIPTION

POSITION NAME: Principal	SCHOOL:
REPORTS TO: Pastor/Superintendent of Catholic Schools	EFFECTIVE DATE:
CLASSIFICATION: Exempt	CURRENT EMPLOYEE:

**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 school as a mission of the parish:
  - ◆ Works with staff and priests to ensure that this mission is understood and followed;
  - ◆ Meets with parish ministry team as needed or requested;
  - ◆ Serves as executive officer and participates in meetings of the school advisory council;
  - ◆ Keeps the School Advisory Council updated about the state of the school and implements policies of the school advisory council;
  - ◆ Provides in-service opportunities for the school advisory council.
2. Provides leadership in instruction, curriculum development, and evaluation:
  - ◆ Coordinates faculty and group meetings to study curriculum areas;
  - ◆ Plans and prepares with staff a school 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 weekly staff meetings, curriculum in-service days, educational, and cultural conferences.
4. Selects, supervises, and evaluates staff:
  - ◆ 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 a school 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:
  - ◆ 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 school:
  - ◆ 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 in school 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.

### **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.

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Employee Signature/ Date

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Supervisors Signature/ Date