



Position Description
PRINCIPAL
Central Catholic High School
Portland, OR

SCHOOL'S MISSION:

Central Catholic High School is a college preparatory secondary school that use the president/principal administrative model. The president is the head of school, the chief executive officer. The principal is the chief operating officer and is responsible to the president. The school is committed to educating students from diverse backgrounds in a Catholic community, challenging each individual to live as a Christian witness in service to others.

GENERAL POSITION DESCRIPTION:

The principal's highest priority is the building of a Catholic community of faith in which the Catholic message and experiences of community, worship, service and social concern are integrated. Additionally, a paramount responsibility is to promote and facilitate student learning of the highest quality.

The principal is responsible for the policies, regulations and procedures to ensure that all students are supervised and educated in a safe environment that fosters the mission of the school. Inherent in the position are the responsibilities for scheduling, curriculum development, spiritual and co-curricular activities, management and coordination of the academic personnel, staff development, emergency and safety procedures and communication with the school community.

MINIMUM QUALIFICATIONS:

The principal must be an active, practicing Catholic who understands, embraces, and is able to articulate the mission and vision of a faith-based education as defined by and monitored by the Department of Catholic Schools and school's President

The principal will be a dynamic, energetic leader who facilitates learning, growth, and collaboration both inside and outside the classroom. The principal should have a genuine commitment to Catholic education and the ability to relate well to students and members of the school community and to interact with them regularly.

Candidate will have had a minimum of five years of teaching experience preferably in a Catholic school and also ideally previous experience in a leadership role within a Catholic high school.

Additionally, candidates must hold a Master's degree in a relevant area of study and a valid principal's license as set forth by the Oregon Teachers Standards and Practices Commission.

PERFORMANCE RESPONSIBILITIES:

The principal is responsible for the continuing Catholic faith formation of the faculty and the students, the school's educational and co-curricular programs, and managing the day-to-day operations of the school. The principal is responsible to the President for administering the educational and co-curricular programs of the school in a manner consistent with the school's mission and philosophy as an archdiocesan high school in accordance with policies established by the archdiocese, the school, and the school's board of directors.

The principal is the educational, instructional and spiritual leader of the school and will help establish the vision of learning. The principal will partner with the President in cultivating and leveraging key relationships and partnerships within and outside the school with the goal of making education at the school sustainable.

It is the principal's duty to keep the President informed at all times of the current status of the school and to work cooperatively with the President and the board of directors in the development of school priorities.

The following positions report to the Principal: Assistant Principals, Dean of Students, Director of Athletics, Director of Campus Ministry, Director of Diversity and Inclusion, Director of Facilities, Director of Student Activities, the Registrar, faculty, and all staff serving the roles of the principal.