

PRINCIPAL JOB DESCRIPTION

JOB TITLE: Catholic Elementary School Principal

SUPERVISOR: In carrying out diocesan policies, the school principal is accountable to the pastor/parish life coordinator/parish director in consultation with the Diocesan Superintendent of Schools.

WORK AREA: Parish School address and some occasional travel to meetings out of town.

GENERAL DESCRIPTION: This person is responsible for the overall management of the school, serving as the chief administrator and leader responsible for fostering a Catholic environment conducive to quality education. This person will work in full cooperation with the pastor or Parish Life Coordinator and Diocesan Office of Catholic Formation. This person will work in consultation with the school board.

WORKING CONDITIONS: The principal is a full-time position. If teaching, the teaching position is part-time. An office in a comfortable, private environment with a moderate noise level is provided, along with adequate accessories, lighting, ventilation and equipment. While performing the duties of this job, the employee occasionally works in outside weather conditions and may be required to work from home.

QUALIFICATIONS: To perform the job successfully, the individual must be able to perform each essential duty satisfactorily. The person must have a valid administrator's certificate, a plan to obtain this in the next 3-5 years, or other state license as approved by the diocese, and at least five years of successful teaching and/or administrative experience at the elementary level. Elevated/Advanced certification in religion is required. This person must also understand and be able to implement the philosophy of Catholic education as directed by the Diocese of Superior's Office of Catholic Formation, as well as recognize and accept the role of the school with the total parish ministry.

RESPONSIBILITIES:

1. Articulate a clear mission and vision based on Christ's command to teach and on Church documents.
2. Engage with the parish and school community and stakeholders to ensure the school is authentically Catholic.
3. Ensure catechetical materials and religious education curriculum are in conformity with the authority of the Bishop.
4. Ensures faculty participate and achieve required catechetical preparation and certification.

5. Assist teachers in integrating the Catholic faith into instruction and curriculum.
6. Assist and lead teachers in establishing an academic program where all subjects are doctrinally sound within a lens of Scripture and Catholic teaching.
7. Provide opportunities for faculty and staff to participate in retreats, prayer and other religious experiences.
8. Provide opportunities for adults in the school community to participate in faith opportunities.
9. Ensure that a Catholic missional environment is evident in conduct of students, the general environment, publications, events, etc.
10. Establish and work collaboratively with the school board.
11. Systematize policies of the school's operations to ensure fidelity to mission.
12. Maintain a collegial relationship with the pastor/parish life coordinator/parish director.
13. Cooperate with parish staff and lay leaders for good order and support of all parish ministries.
14. Communicate appropriately and effectively with students, parents, faculty and staff.
15. Supervise and evaluate faculty and staff.
16. Assess school's needs, evaluate effectiveness of practices, develop school improvement plans, set goals and establish operational procedures in collaboration with the school board and faculty.
17. Establish and maintain frequent communication with families, parish members, community and public-school district, and Office of Catholic Formation.
18. Establish clear expectations for academic excellence and Catholic faith formation across content areas and grade levels.
19. Leads a collaborative process of curriculum and instructional improvement.
20. Create, access and carry out a plan and practices for inclusion of students with disabilities.
21. Carry out and provide direction for standardized academic assessments and review of data.
22. Ensure ongoing, systematic and longitudinal review of academic assessment data to identify patterns and trends for individual student and school wide improvement.
23. Coordinates mission-aligned guidance services, wellness programs, social-emotional learning programs, behavior management programs, ancillary services and other services focused on the well-being of students and families.
24. Ensure appropriate supervision within and around the school when children are present or during virtual instruction.
25. Cooperate with parish staff and committees in financial planning and budgeting.
26. Manage the school budget.

27. Recruit, interview and consult with the pastor/parish life coordinator/parish director regarding the contracting of teachers and the hiring of staff.
28. Coordinate and plan for facility maintenance, equipment purchases and technology management.
29. Ensure the school complies with applicable federal, state, local and diocesan regulations.
30. Coordinate school involvement in federal, state and local funding opportunities.
31. Coordinate a mission driven comprehensive strategy for system-wide institutional advancement through communications, marketing, enrollment management and development.
32. Maintain Wisconsin Religious and Independent Schools Accreditation (WRISA).
33. Represent the school at school board meetings, conferences, diocesan meetings, in-services and events.
34. Perform pertinent duties as assigned by the pastor/parish life coordinator/parish director.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl, and taste or smell.
2. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.