

DIOCESE OF LA CROSSE
JOB DESCRIPTION
PRINCIPAL

POSITION DESCRIPTION:

The principal is the school's chief administrator and leader. The principal is responsible for facilitating a Christian environment conducive to quality education and is accountable to the pastor/area administrator and the Diocesan Office of Catholic Schools.

POSITION SUMMARY:

The principal's role is a position of leadership and administrative authority in all educational and related matters within the school. When appropriate, the principal offers consultation regarding school matters to the parish education committee and related organizations.

ELIGIBILITY REQUIREMENTS FOR PRINCIPALSHIP:

▪ **STATUS**

The candidate is:

1. a practicing Catholic.
2. approved by the Diocesan Bishop or his delegate.
3. approved by the pastor and representation from the parish education committee.

▪ **EDUCATION**

The candidate holds a Masters' Degree with courses in school administration, which are consistent with state requirements for principals.

▪ **EXPERIENCE**

The candidate has completed at least three years of successful teaching.

▪ **COMPETENCIES AND SKILLS**

The candidate:

1. exhibits familiarity with the teachings of Vatican II and trends in contemporary religious education.
2. nourishes personal faith life through prayer, scripture and attention to gospel values.
3. interacts effectively with people as an administrator, leader and manager.
4. initiates appropriate change to improve the educational program.
5. analyzes and considers alternative solutions to problems.
6. manages time effectively.
7. exhibits composure and reason appropriate to decision making.

- I. Relationships with Pastor/Education Committee/Parents
- A. Maintains open communication by informing, updating, inquiring and receiving feedback.
 - 1. Cooperates in planning and implementing common activities with the parish and/or other schools of the area.
 - 2. Provides definite vehicles of communication.
 - 3. Provides opportunities for parent conferences and in-service.
 - 4. Provides appropriate opportunities for participation on parish and school committees.
 - B. Encourages teachers, students and parents to make the school's quality program known through a variety of media.
 - C. Establishes a program of recruitment.
 - D. Cooperates with the Diocesan Office of Catholic Schools in all professional areas related to the school.

II. Personnel

- A. Recruits, selects, assigns and renews and/or terminates all professional and supportive staff (part- and full-time) keeping in mind the religious mission of the school.
 - 1. Prepares and recommends salary scales.
 - 2. Assigns teachers and supportive staff based on job descriptions.
 - 3. Properly orients staff.
 - 4. Assigns and hires substitute teachers.
 - 5. Keeps appropriate personnel records.
- B. Coordinates and implements a scheduled plan of formal and informal supervision of all staff.
- C. Develops and sustains a cooperative, collegial faith community atmosphere where prayer, service, celebration and futuristic planning are evidenced.
 - 1. Publishes faculty handbooks.
 - 2. Schedules and conducts faculty meetings.
 - 3. Provides in-service education.

III. Instructional Program

- A. Develops and implements (with school staff and significant others) the school philosophy, goals and objectives.
- B. Coordinates annually the current year's school improvement goals and the teachers' and principal's professional improvement goals.
- C. Selects, schedules, implements and evaluates the total school curriculum.
- D. Provides for the continuous improvement of school programs through in-service and staff development.

IV. Students

- A. Promotes a Catholic environment where students experience the Gospel message.
- B. Arranges systematic procedures for continual assessment of the religious, academic, cultural, social, physical and emotional growth of the students.

1. Ensures appropriate placement of pupils.
2. Ensures effective communication regarding pupil progress and needs.
3. Directs guidance and discipline services.
4. Utilizes available counseling services.
5. Participates in Diocesan testing programs.
6. Supervises the reporting of student progress.
7. Maintains accurate student records.
8. Establishes absence and tardiness procedures.
9. Maintains dress guidelines.
10. Oversees student transportation.
11. Establishes procedures for conducting activities directly under the sponsorship of the school.
12. Supervises the interscholastic programs of the school.

V. Management

- A. Prepares a budget consistent with long- and short-range goals of the education program.
 1. Monitors the dispersal of approved funds.
 2. Maintains an accurate accounting system.
- B. Maintains an inventory of all equipment, supplies and materials for instruction.
 1. Purchases equipment.
 2. Provides adequate storage.
 3. Takes responsibility for maintenance of equipment.
- C. Supervises the operation of the school plant in accordance with federal and state laws, fire regulations and local building codes.
 1. Recruits, hires and terminates all auxiliary personnel.
 2. Schedules use of facilities in cooperation with parish affairs.
 3. Assures a high standard of cleanliness, lighting and heating for safety and comfort with in the school plant.
- D. Supervises the activities of all school personnel – secretaries, lunch program, etc.
 1. Recruits, hires and terminates all auxiliary personnel.
 2. Schedules use of facilities in cooperation with parish affairs.
 3. Maintains an organized office.
 4. Oversees the completion of State and Diocesan forms and reports.
 5. Prepares all calendars and schedules.
- E. Plans the day-to-day operations with an eye to the future.
- F. Initiates policies and implements those established through the Diocesan Education Commission and parish education committee.

VI. Professional Development

- A. Keeps active in relevant professional organizations, (e.g. NCEA, WANS, etc.)
- B. Continuously seeks to improve professional performance.
- C. Seeks information regarding developments in administration and educational innovations.

D. Remains updated on federal, state and local laws, regulations and programs as applicable to Catholic schools.

VII. Responsible to comply with all areas addressed in the contact/service agreement and policies of the Diocese of La Crosse and parish/deanery education committee.

VIII. Special areas of responsibility at _____ Parish/School.

A.

B.

C.

D.

E.

F.

G.

H.

Principal

Date

Area Administrator