

TITLE: PRINCIPAL

POSITION SUMMARY:

The Principal is appointed by the President to serve as Chief Operations Officer and a key educational leader of the school. The Principal is responsible for the school's daily conduct, providing direction to the faculty in their work of Catholic education, collaborating with others to ensure successful management of the school's programs and operations, fostering an atmosphere of student learning and achievement, and strengthening the school's culture by encouraging the unity and involvement of the entire school community in living out the school's mission of being a Christ-centered, welcoming community committed to academic excellence and preparing students to lead and serve others.

DISTINGUISHING CHARACTERISTICS:

The Principal has four roles; as a spiritual leader, as an instructional leader, as an administrator, and as a communicator in the leadership of a Catholic school. The Principal should be driven to hold the school to its highest aspirations and goals and embrace the role of leading the school's faith formation, development of institutional culture and instructional and academic leadership, and providing equity and inclusion for all our students and staff.

SUPERVISORY RELATIONSHIPS:

Reports to the President of the school and the Superintendent of Catholic Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES (to include but are not limited to the following):

Catholic Identity & Mission:

- In partnership with the President, direct the religious nature of the school and the development of the religious and spiritual development and faith formation of individual faculty, support staff, and students.
- Provide clear articulation of the school's mission and goals, including its accreditation plans and involve appropriate elements of the school community in their implementation and periodic review.
- Maintain close contact with students, both inside and outside the classroom, providing them with guidance and reinforcement of the school's mission, while treating all students with respect and in an equitable manner.
- Enhance the school's mission of providing a welcoming environment in a community that is respectful and inclusive.

General Leadership:

- Animate the faculty to pursue instructional excellence and work closely with the Assistant Principal of Life and Culture and the Assistant Principal of Teaching and Learning and individual departments in strengthening the academic program.
- Establish annual performance goals for the school and Principal that will be submitted to and evaluated by the President.
- Lead the administration and faculty in the ongoing evaluation and development of activities, programs, services, and policies, including accreditation and review.
- Working with the Leadership Team, confer regularly with the President in planning and evaluating school operations for the proper functioning of the school.

Student Oversight:

- Approve the admission, re-admission, or dismissal of students, as well as the issuance of diplomas.
- Meet with students and guardians for final resolution of academic, behavioral, or personal problems.
- Provide for the proper care and supervision of students while under school custody and at all school-related functions including the policies and procedures that will provide a safe environment for students.

Faculty and Staff Development and Management:

- Provide regular and meaningful opportunities aimed at professional growth, religious and spiritual development and faith formation for faculty and staff.
- Establish appropriate professional development goals, both annual and long-term, for the faculty as a whole and for individuals.
- Recruit, interview and identify qualified applicants for open positions in the school, administrators, teachers, counselors, support staff and coaches.
- Provide faculty and staff with clear policy statements, performance guidelines, job descriptions, and expectations for assignments.
- Establish annual faculty and staff assignments for school operations and execute faculty employment contracts on the school's behalf.

- Keep faculty and staff informed about activities and programs and involve them appropriately in planning and review.
- Develop and administer appropriate evaluation/rating systems for faculty and support staff.
- Approve requests by faculty and staff for absence, leave or other departures from assigned duties.
- Maintain, in cooperation with the Business Manager, appropriate records of all personnel, and ensure compliance with required employment policies of the state, diocese and school.
- Work with the President to publish the Staff Policies and Procedures Handbook.

School Administration and Business:

- Review budgetary needs of school with department heads and prepare, with the assistance of the Business Manager, the annual operations budget. Effectively manage budget and provide regular reports to the Board of Trustees on performance.
- Make recommendations to the President regarding improvements in faculty salary and benefits and approve the placement or advancement of faculty on the salary schedule in accordance with established policies.
- Collaborate with and assist the Director of Admissions in the school’s admissions programs.
- Approve, with the Business Manager and the President, all activities involving internal (faculty/student) fundraising.
- Assist the Advancement Office and support groups in the coordination and promotion of fundraising efforts.
- Assist the Advancement Office in identifying program and department needs for grant proposals.
- Prepare and maintain, in coordination with the President and the Leadership Team, the school’s annual master calendar.
- Advise the President about needed improvements in the school’s programs, facilities, and expression of its mission.

School Communications & Representation:

- Be a presence at school-sponsored family or parent events.
- Attend the Diocesan Catholic Principals meetings, the local Principals meetings, and required Catholic school meetings.
- Assist the President in representation of the school at public and/or private functions and at meetings of the Board of Directors or Foundation Board.
- Act, in concert with the President, as spokesperson for the school in the public forum.
- Keep parents, guardians, and community apprised of school developments through various communications platforms.

MINIMUM QUALIFICATIONS REQUIRED:

1. Must be a practicing Roman Catholic.
2. A Master’s Degree and at least 5+ years of teaching experience.
3. 3-5 years of administrative experience and Oregon Administrative license.
4. Spanish Speaking preferred.

EMPLOYEE STATEMENT

I have reviewed the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position, with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the Principal regarding the requested accommodation(s).

Employee Name (Print)

Employee Signature

Date