

## **JOB DESCRIPTION OF THE PRINCIPAL**

The principal is the chief administrator and spiritual leader of the school. Supervision of instruction, spiritual leadership, curriculum development, and professional development for the staff through in-service programs are key responsibilities of the principal. The principal also maintains good public relations with the pastor, the parish community, the Board of Education, the parents, the neighboring public schools and the community at large.

The Catholic school principal administers the policies of the Iowa Department of Education, and the Policies for Faith Formation and Education Programs in the Diocese of Davenport.

### **I. Principal as Spiritual Leader**

- a. Develops and implements a statement of school philosophy and mission which are consistent with the Vision Statement for Catholic Schools in the Diocese of Davenport.
- b. Nurtures the Faith development of faculty and staff by providing opportunities for spiritual growth.
- c. Ensures the quality of Catholic religious education and provides for the certification of catechists.
- d. Provides opportunities for liturgical celebrations.
- e. Supports and fosters Christian service activities among students.
- f. Fosters collaboration between the parish (es) and the school.
- g. Creates a school climate conducive to growth in moral and spiritual values.
- h. Organizes effective ways of facilitating the role of parents and families as primary educators.
- i. Works toward the creation of a Christian community within the school.
- j. Integrates Gospel values and Christian ethics into the curriculum, policies, and life of the school.
- k. Provides leadership for achieving the goals of Catholic education and demonstrates the knowledge of the history and purpose of Catholic education in the United States.
- l. Practices in the principles of justice in all decision-making.

### **II. Human Relations Leader**

- a. Recruits, interviews, selects, assigns and organizes staff in a way that assures the greatest potential for accomplishing the school's mission.
- b. Maintain open channels for two-way communication with all members of the school community; establishes and makes know the procedures for hearing complaints and resolving conflicts.
- c. Develops and facilitates the use of all appropriate means of communication including employee handbook, parent-student handbook, regularly scheduled bulletins or newsletters, and parent conferences.
- d. Provides for an orderly school environment and promotes student self-discipline.
- e. Provides for development in the broadest sense, including an effective public relations program and a school marketing programs.
- f. Creates an open and honest climate conducive to personal and social growth of staff and students.

### **III. Principal as Instructional and Curriculum Leader**

- a. Provides leadership in curriculum development, especially for the integration of Christian values.
- b. Supervises instruction effectively, visits classrooms regularly, and requires systematic, well-developed lesson plans.
- c. Engages staff in the study and use of effective teaching practices.
- d. Provides support strategies such as mentors, research and support teams.
- e. Encourages staff to create professional networks both within and outside the school.
- f. Plans for effective integration of technology into the curriculum.
- g. Assists teachers in professional growth through staff development opportunities, faculty meetings, classroom observations and conferences.
- h. Assists the faculty in implementing effective procedures for assessing student learning and in appropriately using standardized test results.

- i. Plans, directs and actively supports the extracurricular program to meet students' needs.
- j. Plans for the continuous improvement of instruction in the school.

**IV. Principal as a Managerial Leader**

- a. Demonstrates competency in general administration of the school.
- b. Participates in development and implementation of annual budget.
- c. Provides leadership for local board of education.
- d. Plans, conducts, and reports fire and safety drills in accordance with adopted policies and local codes.
- e. Enforces immunization and other health requirements and see that health records and emergency information cards are maintained and kept up-to date.
- f. Ensures that the physical plant is adequate, safe, clean, and conducive to learning.
- g. Seeks financial support and resources beyond the school and parish.
- h. Approves and supervises all fund-raising initiatives.
- i. Keeps abreast of developments in education law.
- j. Develops plans to apply technology to management activities.
- k. Maintains a continuous program of supervision and evaluation of the faculty and staff.
- l. Works collaboratively with the local board of education in decision making, development of the budget and long range planning.
- m. Provides for effective management of the school office including submitting reports in an accurate and timely manner, keeping records up to date, publishing the calendar and providing for office and phone coverage.

**V. Principal Accountability to the Pastor**

- a. Works with the pastor on matters pertaining to religious education, religious policies, Catholic Identity of the school, liturgical celebrations and parent education programs.
- b. Fosters understanding of the school as a ministry of the parish.
- c. Represents the school or the parish on committees and parish events as requested by the pastor.
- d. Maintains a collaborative relationship between the school and all other ministries of the parish.
- e. Gives consideration to programs recommended by the pastor.
- f. Keep the pastor informed of important matters concerning the school, the faculty, staff and students.

**VI. Principal Accountability to the Office of Catholic Schools**

- a. Implements Diocesan policies.
- b. Attends and participates in diocesan-sponsored meetings and professional development programs.
- c. Keeps the superintendent informed of changes in the school program.
- d. Communicates to the superintendent in a timely manner any extraordinary events (i.e. legal issues, media inquiries etc.).
- e. Cooperates with governmental programs.
- f. Maintains appropriate records and submits required reports in a timely manner.