

St. Leo School

Principal Job Description

PRINCIPAL: The Principal of a Catholic school works collaboratively with the President to be the driving force in developing the Catholic identity of the school and its students. The principal serves as the instructional and spiritual leader of the school.

MISSION AND CATHOLIC IDENTITY

- Upholds and models a moral code that is consistent with the teachings of the Roman Catholic Church and the mission of the school.
- Integrates the mission and Catholic identity into all facets of the teaching-learning process and related activities of the school.
- Ensures in conjunction with the President that all academic and student affairs programs reflect the Catholic mission and identity of the school.
- Ensures, in collaboration with the President and Administrative Team, the development and enhancement of faith community and the integration of faith with the learning process through direct involvement in faculty/staff retreats, student retreats, days of recollection, service programs, the religion program, liturgies and paraliturgical services, etc.
- Helps ensure with the President that students, parents, faculty, staff, alumni/ae and benefactors are aware of and involved in the faith life of the school.
- Oversees the preparation and coordination of religion instruction/curriculum at the school level and collaborates with the Parish concerning religious education and sacramental preparation programs.
- Ensures coordination of school participation in parish-related activities.
- Promotes the engagement of students, parents, faculty, staff, alumni/ae and benefactors within the school community.
- Ensures coordination of the student service learning and religious retreat programs.
- Fosters and actively promotes school involvement in parish activities and parish life helping to demonstrate the school's value to the parish.

ACADEMIC EXCELLENCE

- Defines standard job expectations for each position as stated in local handbooks.
- Employs, supervises, evaluates and retains professional staff (both professional administrative and teaching personnel) in consultation with the President.
- Ensures that the interview process for all professional staff is undertaken according to the policies for all Catholic schools in the Diocese of Erie and reflects attention to requirements for documentation.
- Coordinates and implements high-quality curriculum aligned to the standards utilizing student data and professional learning communities to facilitate student achievement.
- Ensures appropriate assessment of teaching and learning and leads the effort to use assessment data to inform instructional decisions.
- Ensures that school policies, the policies for all Catholic schools in the Diocese of Erie and relevant state policies or regulations are promulgated and implemented concerning academic affairs.
- Ensures the ongoing accreditation of the school.
- Develops and conducts an orientation program for new teachers and delivers the Diocese of Erie induction program for new teachers.
- Develops and holds regular faculty meetings and regular in-service training programs for the faculty.
- Directs the assignment, supervision, observation and evaluation of all instructional personnel.

- Takes responsibility for all summative personnel evaluations and other professional personnel matters in consultation with the President.
- Chairs, or designates leadership for, Subject Area or Grade Level Leaders and others as appropriate.
- Maintains up-to-date subject and/or grade level curriculum maps/pacing guides.
- Coordinates the process of textbook and instructional materials selection.
- Ensures the coordination of academic departments or subject areas.
- Develops the master schedule for the faculty and students.
- Coordinates itinerant staff scheduling as appropriate.
- Provides for the management of daily staffing requirements.
- Oversees management of student records in compliance with policies for Catholic schools in the Diocese of Erie.
- Oversees the grade reporting process.
- Provides a program of professional staff development including individual plans necessary for continued accreditation and advancement, and an annual calendar of offerings consistent with emerging program needs based on relevant data.
- Employs, supervises, evaluates and retains selected non-instructional staff in consultation with the President.
- Ensures that the interview process for all non-instructional staff is undertaken according to the policies for all Catholic schools in the Diocese of Erie and reflects attention to requirements for documentation.
- Oversees the provision of educational accommodations for students with special needs. ▪ Oversees government programs.
- Oversees the guidance and counseling programs, as applicable, to include academic guidance, personal counseling and career guidance.
- Ensures regular communication with parents.
- Keeps abreast of current developments in Catholic education.
- Assumes responsibility for all necessary functions and operations related to management of student affairs.
- Participates in the hiring and dismissal of all extracurricular personnel and selection of volunteers in consultation with the President.
- Ensures that school policies, the policies for all Catholic schools in the Diocese of Erie and relevant state policies or regulations are promulgated and implemented concerning student affairs.
- Provides leadership for:
 - Assignment of all personnel to supervisory duties.
 - Planning and coordination of all co-curricular activities.
 - Planning and coordination of extracurricular activities.
 - Planning and coordination of athletic activities.
 - Student discipline and decorum.
 - Annual update of student, faculty/staff and parent handbooks.
 - Maintenance of student disciplinary and attendance records.
 - Implementation of the interscholastic athletic program in collaboration with the CSO and the School Athletic Director.
 - Develops the school calendar.
 - Attends/supervises, or ensures for supervision of, school-sponsored events.

OPERATIONAL VITALITY

- Helps develop and participates in the annual budgeting process.

- Engages, through collaboration with the Parish Business Manager, in the quarterly review of school/campus budget versus year-to-date actuals.
- Ensures compliance with business policies and procedures in all academic, co-curricular and extracurricular activity programs.
- Files reports and maintains records as required by accrediting agencies and governmental agencies in a timely manner.
- Ensures compliance of faculty and other school employees for the use of appropriate procedures for the request or use of school funds.
- Refers legal matters to the President. Institutional Advancement/Development Affairs
- Actively supports all advancement/development activities of the school.
- Coordinates and supports school involvement in marketing, recruitment, retention and special events.
- Helps develop and coordinate all school publicity, publications, webpages, etc.

GOVERNANCE AND LEADERSHIP

- Reports to the School Board on academic and student affairs at the request of the President.
- Presents information related to long-range strategic planning and other planning required by the state, Diocese and/or regional accrediting agency to the School Board as it relates to marketing/public relations, advancement, and fundraising.
- Serves as representative of the academic and student affairs.
- Represents the school to the Diocese as required by Diocesan, state and regional policies and rules regarding Principals.
- Represents the interests of the school to Diocesan, local, regional, state and national associations.
- Submits all contracts and work agreements to the President for his approval.
- Ensures procedures that allow for regular collection and presentation of data regarding the faith, academic and student affairs of the school for purposes of annual reporting or as requested to support specific or ongoing initiatives.
- Participates in regular reporting of all plans and progress to the various constituencies of the school.
- Ensures coordination and oversight of personnel issues and management.
- Assumes or assigns responsibility for implementation of practices and procedures that support the ongoing security and safety of students, faculty, staff and others involved in the life of the school.
- Participates in an annual performance evaluation consistent with Policy 100.2 in the policies for Catholic schools in the Diocese of Erie.
- Performs other duties as required by the President.