

**DIOCESE OF JEFFERSON CITY  
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 and the superintendent 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 school board and related organizations.

**ELIGIBILITY REQUIREMENTS FOR PRINCIPALSHIP:**

**STATUS:**

The candidate ...

1. is a practicing Catholic.
2. is approved by the superintendent.
3. is approved by the pastor and representation from the parish school board.

**EDUCATION:**

The candidate holds a master's degree, with courses in school administration, which are consistent with state requirements for principals and holds or is seeking State of Missouri certification.

**EXPERIENCE:**

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

**COMPETENCIES AND SKILLS:**

The candidate

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

I. Spiritual Leadership:

A. The principal is committed and loyal to the Church as a believing and practicing Catholic; prayerful, faith-filled, and committed to spiritual growth.

1. is familiar with and creates an environment where the process of faith and moral development can be applied.
2. is familiar with and creates an environment where the content and methods of religious education can be applied.
3. knows and applies church documents and other religious sources as they relate to schools.
4. is capable of providing opportunities which foster the spiritual growth of faculty, students, and other members of the total school community, especially by leading the school community in prayer.
5. is capable of integrating gospel values and Christian social principles into the curriculum and the life of the school.
6. is capable of extending the hospitality of the school community to others within the parish.
7. is capable of recognizing and providing for cultural and religious differences within the entire school community.

B. The principal is committed to the philosophy of Catholic education.

1. is capable of facilitating the shaping, sharing, and implementing of the school's educational mission statement which reflects the unique Catholic character of the school.
2. promotes effective student self-discipline consistent with Christian principles.
3. maintains an orderly environment that promotes self-discipline consistent with Gospel values and Christian principles.
4. monitors student behaviors and attitudes to detect potential problems.
5. establishes, implements, and evaluates with teachers, parents, and students (as appropriate) procedures and codes for handling and correcting discipline problems.

II. Relationships with Other Groups and the Community:

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 superintendent of Catholic schools in all professional areas related to the school.

### III. Personnel

A. Recruits, selects, assigns and renews and/or terminates all professional and supportive staff, both 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.

### IV. 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.

### V. 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. insures appropriate placement of pupils.
2. insures effective communication regarding pupil progress and needs.
3. directs guidance and discipline services.
4. utilizes available counseling services.
5. participates in diocesan testing program.
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.

### VI. 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 law, fire regulations and local building code.

1. studies and recommends necessary modification of buildings.
2. supervises and directs custodial and maintenance services.
3. assures a high standard of cleanliness, lighting and heating for safety and comfort within 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 of Missouri 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 parish and diocese.

VII. Professional Development

A. Keeps active in relevant professional organizations (e.g. NCEA).

B. Seeks continuously to improve professional performance.

C. Seeks information regarding developments in administration and educational innovations.

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

E. Attends the NCEA convention when financially feasible.

VIII. Responsible to comply with all areas addressed in the contract/service agreement and policies and regulations of the Diocese of Jefferson City and parish.

IX. Special areas of responsibility at \_\_\_\_\_ Parish/School.

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Initial Date