



St. Mary's High School Principal Job Description

The principal is responsible for building and nurturing an excellent educational program in the St. Mary's High School community of faith, where worship, service, and social concern are integrated, diversity is celebrated, and all are welcomed and valued.

The Principal

- Epitomizes the ideals of servant leadership
- Models Catholic Christian spirituality, attitudes and treatment toward others
- Works with the President to administer the total school program, including faith formation, academics, athletics, and extra-curricular activities
- Assists the President in overseeing school plant needs and security protocols
- Develops effective working partnerships with faculty, parents, and community members
- Maintains appropriately transparent and timely communication with all stakeholders
- Networks and collaborates with other schools, to problem-solve, exchange ideas, and engage in best practices.
- Collaborates with the Diocesan Catholic Schools Office to maintain a program consistent with the expectations of the Bishop of Stockton and the Western Catholic Education Association
- Promotes and guides a school culture of continuous improvement

KEY AREAS OF RESPONSIBILITY

Spiritual

- Works with the campus chaplain and minister to nurture the faith formation of those in the school community, by providing many and varied opportunities for spiritual growth
- Ensures a quality Catholic religious education instruction of students
- Collaborates with staff to give witness to the Catholic identity of the school, including religious signs, symbols, and displays
- Provides opportunities for the school community to celebrate liturgies and prayer services
- Supports community cohesion by making every effort to create a culture of inclusivity, including respect and acceptance of students of other faiths, races, and ethnicities
- Strives to make St. Mary's High School an instrument of evangelization for all who enter its doors

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STREET ADDRESS: 5648 NORTH EL DORADO STREET MAILING ADDRESS: P.O. BOX 7247, STOCKTON, CA 95267-0247

PHONE: (209) 957-3340 FAX: (209) 957-0861 SAINTMARYSHIGHSCHOOL.ORG

Educational

- Keeps the needs and welfare of students central to all decision-making
- Directs faculty assignments and schedules
- Works with faculty to develop and maintain an instructional program of the highest caliber
- Stays abreast of current research in educational best practices in instruction and assessment
- Identifies, with faculty input, needed change and uses research in the development of action plans to improve instruction
- Supervises and collaborates with the vice-principal, deans, and counselors
- Promotes healthy morale and fosters shared leadership among faculty and staff
- Encourages the use of a variety of educational and pedagogical strategies to support student engagement
- Provides appropriate in-service opportunities for the school staff to address identified needs
- Supervises and evaluates instruction, and collaborates with faculty members on the development of individual professional growth plans
- Works to ensure educational equity for all students, including support for the special learning needs of students within the regular classroom setting
- Ensures that diocesan expectations for continuing education and religious certification of self and faculty are met
- Stays abreast of college admission requirements and tracks acceptance rates
- Tracks AP test scores across the grades and subject areas
- Works with Office of Advancement to create a program of outreach to and feedback from recent alumni about their preparation for college

Managerial

- In collaboration with the President, creates student recruitment and retention strategies, primarily building a program that ensures excellent student outcomes
- Recruits, interviews and selects the school faculty and academic team members
- Under the direction of the President, develops and monitors the educational budget
- Initiates appropriate consultation with the Catholic Schools Office
- Complies with diocesan, state, federal and local laws and policies
- Directs development of annual progress reports to WCEA/ WASC and keeps accreditation efforts current
- Convenes and moderates appropriate meetings, including Faculty and Principal's Advisory Council
- Attends and participates in Board of Trustee and Committee meetings as directed by President

QUALIFICATIONS FOR PRINCIPALSHIP

All Principal candidates must be approved by the school's President before they can be hired.

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Candidates for Principalship in the Diocese of Stockton must possess the following qualifications:

Education

- Bachelor's degree with leadership experience, or Master's degree with an education focus and teaching credential preferred, or Administrative credential preferred

Experience

- Five years of instructional experience

Skills / Knowledge

- Is a practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of the Church's mission in the Diocese of Stockton
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated for either Basic Certification or Renewal Certification
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Complies with all workplace policies contained in the Diocese of Stockton Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Displays excellent written and verbal communication skills
- Demonstrates proficiency in technology usage and applications
- Shows aptitude for effectively analyzing information
- Quickly establishes rapport, relates to a variety of personalities and cultures
- Works independently, and maintains strict confidentiality and professional ethics
- Possesses professional temperament and appearance

Physical Qualifications

- Provide evidence of freedom from active tuberculosis prior to initial employment, and submit evidence every four years thereafter prior to reemployment

To Apply: Complete [online application](#) and submit letter of introduction, resume and three letters of recommendation to Marian Graham, Director for Catholic Schools, at mgraham@stocktondiocese.org.

STATEMENT OF NON-DISCRIMINATION

Saint Mary's High School in the Diocese of Stockton does not discriminate on the basis of sex, race, color, gender, national and/or ethnic origin, in the hiring of its employees and in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic, and other school-administered programs.

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