

**DIOCESE OF BEAUMONT
OFFICE OF CATHOLIC SCHOOLS
JOB DESCRIPTION (Rev. 12/2021)**

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| POSITION TITLE | Principal, Catholic High School |
| CLASSIFICATION | Full-time, Exempt |
| LOCATION OF POSITION | Msgr Kelly Catholic High School |
| SUPERVISOR | Bishop of Beaumont/Superintendent of Schools |
| JOB SUMMARY | The Principal administers (designs, develops, directs, and evaluates) the school’s religious and academic programs and provides leadership in faith development, spiritual growth, and academic excellence. |
| QUALIFICATIONS | <p>In addition to strong professional preparation and an advanced educational degree, the principal should be an exceptional leader and manager. Other important qualities include:</p> <ul style="list-style-type: none"> ▪ A strong Catholic educator who, in his / her own life, models the high moral and ethical standards intrinsic to the school and the Catholic faith. ▪ A person with teaching and administrative experience which provides sensitivity to the needs of a non-public school. ▪ A person of vision who can guide the school to new levels of achievement and educational excellence. ▪ A person with an ability to lead decisively while inspiring the support and respect of those led. ▪ An outgoing individual who relates well to students and faculty. ▪ An effective presence and voice for the school in the community. ▪ An effective communicator with the ability to work with all members of the school community and the diocese. ▪ A strong manager of resources, finances, programs, and personnel. ▪ A person with the ability to increase the financial resources of the school through fundraising, as well as careful and solid management. <p>The principal of a local school must be an active Catholic in good standing who has knowledge and an understanding of and an active commitment to the philosophy, purposes, and goals of Catholic education.</p> <ul style="list-style-type: none"> ▪ All principals must have a master’s degree with 18 hours in administration and supervision to be qualified to administer a Catholic school. ▪ The principal of a local diocesan school is a contracted exempt employee who shall be under the supervision of the superintendent. ▪ The term of contract for the principal of a local school shall be one year, as outlined in the contract. <p>Principals are entrusted with the responsibility of developing school programs which ensure not only academic excellence, but also the spiritual, moral, physical, and emotional development of the school community. Because of the unique nature of the Catholic school, principals are to be faith-filled, prayerful individuals who are committed to their own spiritual growth as well as that of their faculty and students. They are called upon to define for their school a vision rooted in Gospel values. In a collaborative process, principals will lead the staff, parents, and students to a realization of that vision.</p> |

CATHOLICITY OF THE SCHOOL

- The principal is a promoter of the school's uniqueness as a Catholic educational institution.
- The principal designs programs which foster a Catholic atmosphere in the school.
- The principal involves members of the community in prayer and liturgy.
- The principal provides for the development of a religion program which prepares students to proclaim the Good News and translates this proclamation into action.
- The principal fosters interpersonal relations in an atmosphere of Christian love and concern.
- The principal articulates the school's mission to the community and solicits support in making that mission a reality.
- The principal promotes and develops an active community of faith within the school.
- The principal establishes and maintains an environment which is conducive to positive staff morale and directed toward achievement of the school's mission.

LEADERSHIP AND ADMINISTRATION

- The principal is organized to perform administrative tasks responsibly and effectively.
- The principal is a leader in integrating the school into the life of the parish community.
- The principal is an effective communicator.
- The principal gives direction to the school board.
- The principal provides the school board with timely, thorough, and clear information about the school.
- The principal demonstrates mutual respect and trust in working with the school board.
- The principal strives to improve his / her performance and skills through professional development activities.
- The principal establishes professional goals and periodically evaluates the goals.
- The principal demonstrates positive interpersonal relationships.
- The principal complies with school board policies and regulations, diocesan policies, and the regulations of the Texas Catholic Conference, as well as state and federal law, in pursuing the mission of the school.

CURRICULUM AND INSTRUCTION / STAFF DEVELOPMENT

- The principal is the instructional leader concerned about the quality of teaching and learning which goes on in the school.
- The principal designs a program of studies emphasizing academic excellence.
- The principal provides for the development and review of a total curriculum, which integrates the student's intellectual, religious, social, emotional, and physical growth in the light of the Gospel.
- The principal directs the ongoing management of the total school program.
- The principal ensures cooperation and compliance with state standards and diocesan policies and guidelines.
- The principal initiates, actively participates in, and provides for the evaluation of long-range planning and development for the school and parish.
- growth, and assists them in developing and accomplishing improvement goals.

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| | <ul style="list-style-type: none"> ▪ The principal clearly defines expectations for staff performance regarding instructional strategies, classroom management, and communication with the public. ▪ The principal is effective in interviewing, selecting, and orienting new Staff, and makes sound recommendations relative to personnel placement, retention, and dismissal. ▪ The principal works jointly with staff members regarding their professional The principal visits the classrooms regularly to observe the progress of teachers and students. <p>STUDENT SERVICES</p> <ul style="list-style-type: none"> ▪ The principal provides the faculty with an environment and resources necessary for good teaching. ▪ The principal develops and communicates to students, staff, and parents the school’s guidelines for student conduct. ▪ The principal ensures that school rules are uniformly observed and that consequences of misconduct are applied equitably to all students. ▪ The principal effectively communicates with parents, students, and teachers regarding pupil’s progress. <p>FINANCES AND FACILITIES MANAGEMENT</p> <ul style="list-style-type: none"> ▪ The principal manages the finances of the school with appropriate collaboration. ▪ The principal develops realistic budgets based upon documented program needs, estimated enrollment, personnel, and other fiscal needs. ▪ The principal maintains fiscal control, maintains documentation for expenditures, and reports accurate fiscal information. ▪ The principal manages or supervises all school facilities effectively. <p>DEVELOPMENT AND RECRUITMENT</p> <ul style="list-style-type: none"> ▪ The principal provides for the planning of the school in collaboration with faculty, local school board, and parents. ▪ The principal provides a leadership role in drawing up and implementing a recruitment plan in collaboration with faculty, local school board, and parents. ▪ The principal provides a leadership role in drawing up a development program in collaboration with faculty, local school board, and parents. ▪ The principal provides a leadership role in a public relations program in collaboration with faculty, local school board, and parents. |
| <p>A.D.A. REQUIREMENTS</p> | <p><u>Language Skills</u></p> <ul style="list-style-type: none"> ▪ Ability to read, analyze, and interpret periodicals, professional journals, procedures, or governmental regulations. ▪ Ability to write reports, business correspondence, and procedure manuals. ▪ Ability to communicate effectively. <p><u>Reasoning Ability</u></p> <ul style="list-style-type: none"> ▪ Knows the theory of group process, problem solving, conflict resolution, resource allocation and personnel management, and can apply them in practice. |

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| | <p><u>Physical Demands</u> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel, and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and / or move up to ten (10) pounds and occasionally lift and / or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. |
| <p>WORKING CONDITIONS</p> | <p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ The noise level in the work environment is usually moderate, typical of a professional office. ▪ The full work week is Monday – Friday, general office hours being at least 30 minutes before school opens and at least 30 minutes after school ends each day. ▪ Evening work and/or weekend appointments and meetings are required. ▪ Travel is moderate. |
| <p>TECHNOLOGY PROFICIENCY</p> | <p>The principal must demonstrate proficiency in the areas of word processing, spreadsheets, databases, internet use for educational purposes and multimedia presentations. Documentation can take the form of college level course or workshop verification, certificate from the ESC or a private company, letter of verification of proficiency from school administrator, and verification of successful completion of appropriate Certification Exam.</p> |

If you believe that your skills, background and qualifications are a good match for this unique opportunity, and would like to be considered for the position, please submit a detailed résumé, a cover letter, and a minimum of three professional references to the following:

Human Resources Department
 St. Catherine Catholic School Principal Search
 PO Box 3948
 Beaumont, Texas 77704-3948
 or
 to: humanresources@dioceseofbmt.org