

High School Principal (within the President-Principal model)– Archdiocese of Los Angeles

The Principal is the *chief administrator of the school and serves as its spiritual and educational leader. The Principal is responsible for exercising independent judgment in the implementation of a broad array of programs and functions. These responsibilities encompass the areas of spiritual development, the realization of the school's philosophy, curriculum, co-curricular activities, fiscal policies, discipline, personnel practices, school plant, and marketing and community relations. The Principal reports directly to and is evaluated by the President. The specific responsibilities are as follows:

Minimum Qualifications:

- Knowledgeable and practicing Catholic
- Thorough understanding of Catholic school philosophy
- Commitment to modeling the values of Catholic educational leadership
- Master's Degree in Educational Administration or related field
- OR California Administrative Services Credential
- Three years of successful administrative experience in a school

Preferred Qualifications (in addition to the minimum qualifications listed above):

- California Teaching Credential (Single Subject)
- Master's Degree in Educational Administration
- Five years of successful administrative experience in a Catholic high school

Desirable Leadership Characteristics:

- Ability to effectively represent the school and the Church
- Experience in instructional leadership, curriculum development, teacher supervision, and effective instruction
- Success at marketing, recruitment, and fiscal management
- Ability to lead and engage others in long-term planning
- Collaborative leadership style with good interpersonal and team-building skills
- Intellectual, organizational, and managerial skills
- Oral and written communication and motivational skills
- Knowledge and application of instructional technology
- Attitudes characterized by creativity, initiative, and optimism

Spiritual

1. Act as the spiritual leader of the school and serves as a model of a practicing Catholic for all members of the school community. This includes daily prayer, Sunday Mass, regular Confession, and living a life in conformity with the Commandments, Beatitudes, and Precepts of the Church.
2. Ensure that the school community works toward certification in archdiocesan Catholic identity standards, receives principal's Catholic identity certification through DCS faith formation retreats and ensure that all faculty members attend annual faith formation days.
3. Act as the delegate of the Archbishop in the Church's ministry of Christian teaching.
4. Provide for the maintenance of the chapel in accordance with the norms of Canon Law and provide daily Mass for the school community if a priest is a member of the faculty.
5. Appoint a Campus Ministry/Christian Service Director to coordinate programs for the spiritual formation of faculty and students. These programs include monthly school wide Masses, faculty in-services, annual retreats, Christian service activities, prayer experiences, Vocation awareness and the regular celebration of the Sacrament of Penance.
6. Appoint the chairperson and teachers of the Religion Department and ensure that the Religion Department offers a comprehensive four year program of instruction in authentic Catholic teaching based on the Catechism of the Catholic Church and the curriculum established by the United States Conference of Catholic Bishops.

School Philosophy

1. * Direct the process by which the school arrives at its statements of vision, mission, philosophy and ESLR's and implements the process by which they are periodically reviewed and evaluated.
2. * Ensure that all constituencies of the school community have roles in the process of formulating the statements.
- 3.* Secure the approval of the vision, mission and philosophy by the Superintendent.
4. Ensure that the vision, mission, philosophy and ESLR's reflect the Catholic, academic, social, and co-curricular goals of the school.
5. Articulate the contents of the vision, mission, philosophy and ESLR's to all segments of the school community and exercises a leadership role in ensuring that they are lived out in the day-to-day operations of the school.

Organizational

1. Supervise the on-going self-evaluation processes prescribed by the WCEA/WASC accreditation programs.
2. Establish an organizational structure through which working relationships and lines of authority and responsibility for the operation of the school are clearly defined.
3. Establish and maintains effective channels of communication among administrators, staff, students and parents for the purpose of developing, implementing and evaluating school regulations, policies, and procedures.
4. Implement Department of Catholic Schools personnel policies and establish other appropriate personnel policies, which ensure the smooth operation of the school and facilitate the just and prompt resolution of grievances in an atmosphere of understanding and Christian charity.

5. Supervise, coordinate and evaluate the activities of all administrators.
6. Facilitate the online evaluation survey from the Department of Catholic Schools in a timely manner.
7. Assist in the compilation of information for the writing of the parent/student and faculty handbooks and gives final approval for their publication.
8. Chair the Administrative Council and Evaluative Council.
9. Serve as a member of the *Consultative Board, Curriculum Council, and Admissions Board.

Financial*

1. Take sole responsibility for the sound fiscal operation and management of the school according to the norms and regulations established by the Archdiocese.
2. Plan the budget strategically based on the needs of the school's programs and philosophy.
3. Prepare and send a detailed annual budget to the Superintendent for approval.
4. Implement the provisions of this budget on a daily basis and authorizes all expenditures to be incurred by the school.
5. Authorize and approve a detailed monthly report of income and expenditures which is forwarded to the Department of Catholic Schools.
6. Coordinate the compilation of the several financial reports required by the Internal Revenue Service and other state and federal agencies.
7. Supervise and monitor the general bookkeeping procedures of the school.
8. Provide for and oversee the operation of a development and fundraising program appropriate to the financial needs of the school.
9. Maintain and safeguard financial, personnel and student records.

Development and Consultative Board*

1. Oversee and implement all Department of Catholic Schools guidelines respective to the operation of marketing, development and fundraising programs appropriate to the financial needs of the school.
2. Serve as ex-officio member of the high school's Consultative Board and its executive committee.

Curriculum

1. Coordinate the development, implementation and evaluation of a curricular program to provide quality education which meets the needs of all students.
2. Appoint and directly supervise the administrator (vice principal, assistant principal, or dean of faculty) in charge of curriculum and instruction.
3. Exercise a leadership role in providing and maintaining a high quality program of studies which conforms to the school's vision, mission, philosophy, ESLR's, Archdiocesan and State requirements and student needs.
4. Encourage academic excellence in student efforts.
5. Support a system of significant departmental responsibility in the area of curriculum development.
6. Engage in continuing professional growth activities in the field of curriculum development.
7. Ensure school is meeting the California Content Standards in each discipline and each

- course.
8. Review with Vice Principal their UC system A through G requirements.
 9. Ensure school has standard finals per course, so that instruction and assessments provide equal opportunity for success for all students.
 10. Provide professional development to faculty in curricular development (vertical alignment, horizontal planning, backward planning, standards based instruction, assessment construction, etc) and in utilizing various instructional methodologies to benefit all students of various learning styles and preferences.
 11. Serve as a member of the Curriculum Council. Meet regularly to ascertain
 - how assessments are determined
 - how testing data is utilized to impact instruction
 - academic rigor
 - curricular content coverage
 - alignment of standards, instruction, and assessment by viewing curriculum maps, lesson plans, thematic units, vertical plans, grade-level behavioral objectives, etc.
 12. Through annual school and testing agency reports, compare GPA and norm-referenced data to determine rigor of curriculum at school site.
 13. Exercise administrative responsibility for coordination of curriculum by working with vice principal and faculty in the following ways:
 - ensure that their faculty is identifying schools' curricular needs in relation to WCEA and WASC criteria
 - assist in formulating general goals and related performance criteria
 - evaluate progress in achieving goals
 14. Approve invitations to guest speakers and ensure that they do not contradict Church teaching.

Faculty

1. Appoint department chairpersons and seek, interview and hire instructors with deep Christian commitment and sound academic training to fill available teaching positions.
2. With the administrator in charge of curriculum and instruction provide for the orientation of new faculty and their placement in specific and appropriate teaching positions.
3. With the administrator in charge of curriculum and instruction provide for the on-going evaluation, supervision and professional growth of teachers.
4. Promote morale among teachers.
5. Prepare agendas for and preside at all faculty meetings.
6. Follow appropriate procedures for the termination or non-renewal of all teacher contracts and communicate this information to the affected employees.

Discipline

1. Appoint [and directly supervise] the Dean of Students and delegate to him/her responsibility for the day-to-day implementation of school rules and regulations.
2. Exercise sole responsibility for the expulsion of students.
3. Articulate to the parents that they are the primary educators of their children and that the school exists to assist them in this task.

Pupil Personnel Services

1. Give final approval of all applications for admission and establish a process of registration for new students.
2. Provide a program of student personnel services which includes a comprehensive system of testing, personal and group guidance, college and career counseling.

Co-Curricular Activities

1. Provide a co-curricular program that enhances the religious, cultural and recreational dimensions of the entire school, serves the needs and interests of the students and ensure that an appropriate balance is maintained between the Christian and academic purposes of the school and the co-curricular activities.
2. Provide for the establishment and maintenance of a varied program of co-curricular activities under the supervision of the Activities Director.
3. Appoint the Athletic Director(s) and delegate responsibility to him/her (/them) for the implementation of the girls' and boys' athletic programs.
4. Attend and support a variety of co-curricular and athletic events.

Classified Staff

1. Recruit and maintain competent professional and classified staff and provide development programs which encourage their spiritual and professional growth.
2. Interview and hire all classified staff and is responsible for the dismissal of unsatisfactory staff.
3. Through the appropriate supervisors, evaluate and coordinate the activities of the classified staff.
4. Provide for the smooth and efficient operation of the secretarial, kitchen and maintenance services.
5. Maintain the school plant and physical facilities in accord with archdiocesan policies and provide for campus landscaping and beautification.
6. Provide for maintenance and health and safety standards throughout the plant.

Marketing and Community Relations

1. * Review and evaluate efforts of the school marketing team and bi-annual marketing and public relations strategic plan as defined in the Department of Catholic Schools Marketing and Public Relations Policy in order to ensure that the strategic plan enhances the image of the school in the local community, promotes cooperation with local parishes and community groups and assists in the recruitment of students.
2. * Provide for the development and communication to the public of information designed to highlight the school's programs and accomplishments.
3. * Promote and maintain open channels of communication on matters of mutual concern with local cities and public school districts.
- 4.* Represent the school at a variety of public and social gatherings.
5. Encourage good working relationships with local Catholic elementary schools, parishes and other stakeholders.
6. Actively support and attend parent-sponsored fund-raising events and activities and attend parent general meetings and social functions.

7. Interpret Archdiocesan programs and policies to school personnel, community groups and other agencies.
8. Represent the athletic interests of the school with the California Interscholastic Federation, the Catholic Athletic Association, and the League.
9. Attend funerals of deceased students, current faculty and staff, and parents of current students.

** Designates duties and responsibilities that belong to a President when a high school has both a President and Principal. The spiritual section in the list of duties and responsibilities belongs to the President if the President is a priest or Religious although the first duty applies to both the President and Principal.*

**Responsibilities of Principals in Relationship to Safeguard the Children Initiatives
(Adopted 4/21/2009/ Revised 10/11/11/ Revised 7/26/2012)**

I. Principals must:

- be fingerprinted.
- have attended VIRTUS® Protecting God’s Children Adult Awareness Training. [Certificates must be on file.]
- have signed Acknowledgment of Receipt for the “Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.” [Documents must be on file.]
- sign Child Abuse Acknowledgment Form and have on file.
- ensure that outside vendors are fingerprinted.

II. Principals are responsible to:

- ensure that all employees, staff and volunteers are fingerprinted and listed on VPIN.*
- ensure that all employees, staff and regular volunteers have attended VIRTUS® Adult Training [certificates must be on file] and are listed on VPIN.
- ensure that all employees, staff and regular volunteers have signed the “Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events” and have documents on file.
- ensure that all children and youth have received/receive Child/Youth Sexual Abuse Prevention Training annually. Training must be completed on or before February 15th and reported on VIRTUS® Online by February 28, 2013.
- report – VIRTUS® Online, “Educators” Tab: Type in the name of the program you are using, the number of students in your program, the number

trained, the number who “opt-out” and the number absent.

- review “Child Abuse Reporting Procedures” with faculty and staff and have them sign the “Child Abuse Acknowledgment Form” annually.
- distribute and display in the office the most current copy of the “Working Together to Prevent Child Sexual Abuse” brochure. [“Working” Together brochures are revised at the beginning of each year in preparation for Child Abuse Prevention Month in April].