

John Carroll Catholic High School
Diocese of Birmingham in Alabama

Principal
Job Description
May 1, 2023

Under the direction of the Roman Catholic Bishop of Birmingham, the Catholic Schools Office of the Diocese, and the President of John Carroll Catholic High School, the Principal is responsible for the continuing the Catholic faith formation of the faculty and the students; the school's educational and extra-curricular programs; and managing the day-to-day operations of the school.

The Principal is directly responsible to the President of the School for administering the educational and extra-curricular programs of the school in a manner consistent with the school's mission and philosophy, as well as the mission and philosophy of the Catholic Church and the Diocese of Birmingham in Alabama.

The Principal has responsibility for ensuring a positive school climate and maintaining positive relationships with students and parents, while inspiring a dynamic instructional staff.

The Principal must be a relationship builder, an effective communicator, and a collaborative leader.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

Instruction Leadership and Program Management:

- Fulfills the duties, responsibilities, and services of Principal to the best of his or her ability in accordance with the Catholic philosophy of the school; providing leadership in promoting a Christian atmosphere within the school; and ensuring that teachers integrate academic excellence and Christian values in the subjects taught.
- Supervises teachers at various times and at various functions. Conducts periodic informal classroom visits as well as formal classroom observations and annual evaluations according to the Catholic Schools Office processes and best practices.
- Reviews teacher lesson and unit plans on a regular basis and provides feedback.
- Provides for the professional development of all staff.
- Manages the Athletic Department, supervises the Athletic Director, and ensures regulatory compliance.
- Supervises, develops, and evaluates non-instructional personnel annually, including the Assistant Principal(s), Athletic Director, Campus Minister, Counseling Department, support and facilities staff, contract support staff (e.g., college counselor, facilities), extracurricular personnel, and volunteers.
- Ensures that all adults serving the school (faculty, staff, and volunteers) comply with civil and diocesan requirements including background checks and Youth Protection.
- Oversees the assessment of the student progress through informal and formal forms of evaluation and assessment including relevant standardized tests.
- Supervising all extra-curricular activities
- Overseeing summer academic enrichment and/or remediation programs

- Overseeing the development and maintenance of school accreditation with the identified national/state accrediting agency
- With Assistant Principal, handles discipline issues involving students and/or parents following procedures outlined in the parent/student handbook and diocesan policy. Consults with the President and Superintendent in serious disciplinary issues in accord with Diocesan policies including expulsions.
- With President, handles discipline issues involving faculty and staff following procedures outlined in the faculty handbook and diocesan policy. Consults with the Superintendent in serious disciplinary issues.
- In collaboration with the President, coordinates professional development days and professional and spiritual development programs.
- Supervises the technological services that support the internal operations of the school.
- Coordinates the use of school facilities.
- Develops and monitors plan for the efficient and adequate maintenance and security of the school plant and grounds.
- The recruitment, selection, and retention of faculty, assistant principals, other instructional and extracurricular staff who are best fitted to the mission of the school.
- Coordinates the agenda for faculty meetings.

School Culture and Collaboration:

- Developing a school culture that is accepting of all students, valuing the gifts each brings to the school.
- In collaboration with all staff, oversees the school's relationship with parents, guardians, and families, ensuring that they become partners with the school in supporting the success of their students.
- Reporting at regular intervals on student academic progress to all constituents, including parents, faculty, related school committees, and the school advisory board.
- Reporting weekly or more frequently to the school President regarding goals, progress, and identified metrics, and responsibilities contained in this job description.
- Attending routinely and participates actively in weekly leadership team meetings.
- Works with the President, school advisory board, and finance committee in the preparation of the annual school budget.
- Prepares and submits required forms and reports for the school, diocese, and state in a timely manner.
- Maintains faculty and staff licensure files and other required documentation for church, federal and state compliance.
- Maintains a healthy working relationship with the President, the Executive Director of the school foundation, Superintendent, and other members of the leadership team.
- Publicly supports the President, the Diocese of Birmingham, the Catholic Church, and all school and diocesan policies and decisions.
- Implements Diocesan and local school policies.
- Accepts additional responsibilities as assigned by the President.

JOB SCOPE: Position encounters a wide diversity of work situations with a high degree of complexity. The Principal must be a practicing Catholic. The position requires a Master's degree or higher in Educational Administration, appropriate certification issued by the state of Alabama (attainable), and a minimum of five years of administrative experience at the high school level.

SPECIFIC JOB SKILLS: Models a strong Catholic faith life and promotes Catholic identity and strong academics within the school. Thorough knowledge of the principles and practices of education, school administration and planning, along with knowledge of development and financial actions related to schools. Must communicate effectively, both verbally (including oral presentations) and in writing. Must be able to communicate effectively to large audiences. Strong interpersonal skills, creativity, decision-making, use of discretion, teamwork, negotiation, service orientation, public relations, independent judgment/action, presentations, supervising, problem analysis and ability to enhance school relations are required. Must be able to manage multiple projects/priorities. Proficiency with basic office equipment, including experience with spreadsheet, word processing and presentation software.