



POSITION DESCRIPTION

Title: Principal

Reports to: SMCS President

Position Summary: The Principal provides the Catholic instructional leadership necessary for the school to grow as a faith and learning community. The Principal will also motivate and inspire all staff to strive for excellence with all students in a Catholic faith based environment. Additionally, the Principal will have the opportunity to work collaboratively to create new programs that continue our dedication to enhancing student and staff engagement in support of the mission of St. Mary Catholic Schools.

Job Responsibilities:

- Leads a personal and professional lifestyle that models a believing, practicing Catholic
- Understands, represents, commits to and implements the mission and philosophy of SMCS
- Fosters collaboration with diocesan offices, SMCS clergy, parish staff, parish families and organizations who entrust their children to the SMCS educational programs
- Recruits, recommends employment, supervises, and evaluates employees
- Ensures academic quality by focusing on SMCS academic goals, grade-level goals and the teaching-learning process
- Oversees department/grade-level meetings at regular intervals and maintains minutes.
- Works with the SMCS administrative team and the SMCS president to plan, develop, and implement regular and on-going staff development programs
- Assists in the development and implementation of the SMCS policies and guidelines as specified in the personnel handbook
- Based on solid educational research data, assists faculty in the integration of instructional and assessment strategies
- Collaborates on grant opportunities that align with the SMCS mission statement and diocesan guidelines
- In partnership with other Diocesan administrators, the SMCS administrative team, the SMCS president and SMCS faculty, investigates learning formats and methodology and evaluates their value to the SMCS program offerings
- Demonstrates proficiencies in the use of technology with SMCS hardware, software and applications
- Oversees the implementation and evaluation of the religious formation program in accordance with diocesan and SMCS goals
- Develops, recommends, and implements SMCS policies and guidelines as specified in the Parent/Student handbook
- Oversees the development of athletic and co-curricular programming
- Ensures non-athletic and co-curricular programs are supervised
- Coordinates building-level academic awards programming and graduation activities as appropriate to educational level
- Ensures the physical building and grounds are a safe and clean environment in which to learn and work
- Assigns adult supervision to monitor student safety at each campus
- Collaborates with the SMCS administrative team to develop annual calendars
- Solicits building-level information for inclusion in SMCS publications
- Supports the SMCS administrative team and the SMCS Board of Trustees in community relation activities
- Serves on all standing committees as designated by the SMCS President
- Other duties as assigned

Qualifications:

- Master's degree in Education and/or Administration, or working toward it
- Current administrative license or working toward an administrative license; submission to legal background check
- Practicing Catholic who attends Sunday Mass weekly, attends Holy Days liturgies observes Lenten practices, etc.
- Teaching experience in a Catholic school
- Willingness to participate in Foundational Catechetical Certification (FCC)
- Knowledge and implementation of relevant technology

- Ability to establish and maintain cooperative and effective working relationships
- Ability to communicate effectively orally and in writing

Christian commitment:

- Role model and witness to a Christian lifestyle
- Motivates, through good example, meaningful prayer and Liturgical experiences
- Promotes a positive, charitable spirit and nurtures a Christian environment within the school community; interacts with families promoting the total Christian education of the student
- Works openly, creatively, and collaboratively with the SMCS president, SMCS principals and other members of the SMCS leadership team
- Remains calm under pressure, never displaying unjust anger, animosity, or lack of consideration

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I am able to perform the above duties with or without reasonable accommodations.

Print Name: _____

Signature: _____

Date: _____