



High School Principal Job Description

Title: High School Principal
FLSA Status: Exempt
Reports to: President

Department: Academics & Student Life
Classification: Salaried
Reviewed: December 10, 2024

Institutional Purpose and Vision

Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

Values and Standards

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

Cotter Schools challenges you to be the difference

GLOBALLY LEARNING

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

FAITHFULLY SERVING

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

TOGETHER IN COMMUNITY

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

Role Purpose

The High School Principal oversees the daily activities and operations of Cotter High School. This position serves the mission of Cotter Schools by being primarily responsible for instructional programming, supervising academic staff, and overseeing school functions in order to ensure an excellent educational experience to all students. The principal serves as a primary religious leader of the school.

Position Responsibilities:

1. Provide leadership for instructional programs and coordinate the implementation, review, and revision of curriculum at the building level.
2. Supervise school instructional staff regarding instruction, student programs, and building operations, including building and implementing a master schedule.
3. Manage staff and program improvement processes, as well as teacher Professional Development Plans. Evaluate all instructional staff assigned to the building.
4. Oversee and manage daily student concerns such as relationships, special learning accommodations, behavior and discipline issues, mental health concerns and academic requirements.
5. Responds to and resolves complaints and grievances of students, staff & parents.
6. Manages school safety and security processes including crisis management procedures.
7. Provide administrative leadership and support for student organizations, activities and athletics, coordinating with the Activities Director and Student Life Director as needed.
8. Screens, interviews, and recommends the selection of staff and makes teaching assignments.
9. Plans & implements recognition events such as academic award ceremonies, assemblies and graduation.
10. Develop and oversee programs of guidance and counseling, and student services.
11. Develop the criteria for admission to Cotter Schools and determine admission of students based on that criterion.
12. Develop campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Keep programs within budget limits. Maintain fiscal control.
13. Provide leadership for and actively participate in long-range planning for the school.
14. Participate as a member of the President's Leadership Team.

Essential Functions and Competencies:

- Leadership: Must be skilled at providing a direction and purpose for groups & individuals to support the shared vision of Cotter Schools. This includes setting goals and planning changes with the staff by setting priorities in terms of the community, the Cotter system, staff & students.
- Relationships: Provide and demonstrate a caring relationship with all students, treating them with common sense, fairness and respect.

- Information Collection: including the gathering and organization of facts and managing data flow in order to support fact-based decision-making.
- Problem Analysis: Must be able to analyze information, framing issues & identifying causes, seeking additional information and demonstrating conceptual flexibility in identifying possible solutions.
- Judgement: Must possess the ability to formulate logical conclusions, make informed decisions in a timely manner and prioritize effectively.
- Ability to effectively manage direct reports and evaluate them on an annual basis.
- Demonstrate strong organizational, supervisory, and multi-tasking skills.
- Possess a working-knowledge of the comprehensive scope of Cotter Schools.
- Have an openness to formation in the mission of Catholic education/Cotter Schools.

Direct Reports

Supervise, direct and evaluate the work of the Deans, Teachers, Counselors, and Academic Support Staff

Required Work Schedule:

This position is a twelve-month salaried position.

Education and Experience:

- Minimum 3 years of classroom teaching experience.
- Masters in Educational Administration Educational Leadership or comparable degree.
- MN K-12 Principal License preferred.

Salary and Benefits:

- \$75,000-\$110,000 Annual Salary based on Credentials and Experience
- Health Insurance, Supplemental Life Insurance, 403B Matching Plan, Tuition Discount, and Flexible Benefit Plan.
- Two weeks paid vacation (along with the week between Christmas and New Year's, and the week of Spring Break).
- 12 days of sick leave accrued each year.

Hiring Timeline:

- Application materials will be reviewed upon receipt through March 15, 2025.

How to Apply:

- Complete our online application at: <https://forms.gle/MbZBsYtbN68VokBcA>.