



POSITION DESCRIPTION

Title: Elementary School Principal

Reports to: SMCS President and Executive Director of Academics

Exempt, 12-month Contract

Position Summary: The Elementary School Principal provides the Catholic instructional leadership to support the growth of the students. This role will be responsible for leading and managing the assigned elementary campus' academic, extracurricular programs, and administrative functions while working in close partnership with the Executive Director of Academics and SMCS President to ensure seamless operations of budget, staff management and student behavior. The role calls for a visionary leader capable of cultivating a positive school culture (The Zephyr Way), promoting academic excellence, and prioritizing the well-being of students. The position also entails collaborating with the other SMCS principals to ensure alignment from preschool to 12th grade inspired by the mission of St. Mary Catholic Schools.

General Position Responsibilities:

- Works at the direction and in partnership with the SMCS President and Executive Director of Academics in developing and delivering exceptional experiences for the students of the assigned elementary campus and their families.
- Function as the chief articulator of the elementary school's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed.
- Keeps the SMCS President and Executive Director of Academics informed of the general programs, activities, and issues impacting the campus.
- Works with the Advancement to assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment and in raising funds for school improvements and operations.
- Maintains alignment between the school's board-approved mission statement and all activities of the assigned elementary campus.
- Oversees the coordination of the co-curricular and extra-curricular activity programs, including the planning and the presentation of school assemblies and programs
- Coordinates activities with the other principals.
- Maintains the budget for the assigned elementary campus in conjunction with the business office.

Academic Responsibilities:

- Works closely with the Executive Director of Academics to develop curriculum, interpret data, and create professional development opportunities for teachers and staff.
- Support and promote innovative teaching and learning practices.
- Oversees the grading and the reporting of standards and methods used by teachers in measuring student achievement
- Collaborate with other principals to support curriculum mapping and assessment processes for all grade levels, preschool through 12th grade.
- 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
- Ensures academic quality by focusing on SMCS academic goals, grade-level goals and the teaching-learning process

School Culture:

- Foster the "Zephyr Way": positive, strong, and clearly identifiable culture that promotes student well-being and engagement.
- Build strong relationships with students, staff, parents, and community members.
- Manage student discipline and implement effective behavior management strategies.
- Promote a safe and secure school environment.

Staff Leadership and Development:

- Makes recommendations to the Executive Director of Academics regarding the hiring, retention, and the assignment of faculty.
- Evaluates assigned elementary campus faculty and staff.
- Provide ongoing professional development opportunities for staff.
- Support and mentor staff to enhance their instructional practices.

- Create a collaborative and supportive work environment.
- Lead department and grade-level meetings on a regular basis, ensuring minutes are documented and maintained.
- Collaborate with the Executive Director of Academics to plan, develop, and implement ongoing staff development programs.
- Develop, recommend, and enforce SMCS policies and guidelines as outlined in the Parent/Student Handbook.
- Oversee and evaluate the religious formation program in alignment with diocesan and SMCS objectives.
- Support faculty in integrating effective instructional and assessment strategies, based on reliable educational research data.
- Oversees the development of co-curricular programming, ensures events/programs are supervised

Community Relations:

- Build strong partnerships with parents and community organizations.
- Fosters collaboration with diocesan offices, SMCS clergy, parish staff, parish families and organizations who entrust their children to the SMCS educational programs
- Communicate effectively with stakeholders through various channels.
- Represent the school at community events and meetings.

Other Responsibilities:

- Effectively allocate resources effectively to support student learning and school operations.
- Ensure compliance with district and state policies and procedures.
- Maintain a safe and clean environment on school grounds to facilitate learning and work.
- Assigns adult supervision to monitor student safety at each campus
- Collaborate with the SMCS administrative team to develop annual calendars
- Solicit building-level information for inclusion in SMCS publications
- Support the SMCS administrative team and the SMCS Board of Trustees in community engagement activities
- Serves on all standing committees as designated by the Executive Director of Academics and 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
- Knowledge and implementation of relevant technology
- Proven leadership skills in managing teams and overseeing operations
- Strong communication and interpersonal skills to effectively interact with students, parents, and faculty
- Ability to analyze data and make informed decisions regarding student learning and program development
- Commitment to fostering a positive and supportive learning environment

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, Executive Director of Academics, 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.

Signature: _____