

## **(NAME OF SCHOOL) School Job Description for Principal**

**Note: The following list of major duties and responsibilities may not fully represent the exact job responsibilities of any one principal. There may be additional/different elements of the job which are not included in this check list. (NAME OF SCHOOL) School is located in Yakima, WA.**

### **Position Purpose:**

The purpose of this position is to ensure Christian leadership according to diocesan and local school policies, rules and regulations.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Collaborates with the pastor/parochial minister in implementing the mission of the Parish. This is accomplished by participating in the comprehensive planning, implementation and evaluation of the parish's program, goals and objectives with particular emphasis on the religious education/formation. Principal serves as a member of the pastoral staff and is a professional resource to the staff in all areas relating to the Catholic elementary school. Principal participates in regional and deanery program planning efforts.
2. Ensures the development and implementation of an overall learning environment which promotes Catholic faith formation/education, ethical decision-making, social justice and Christian leadership. This is accomplished by promoting a curriculum that integrates Gospel values; assuring the integration of the school as part of the parish faith community; enabling staff to serve as role models for students; promoting a leadership style compatible with Christian principles; and personally witnessing to the principles and values of the Catholic faith.
3. Ensures the development, implementation and evaluation of a comprehensive curriculum program which complies with Archdiocesan and state standards of curriculum requirements. This is accomplished by overseeing the implementation of instructional goals and objectives for each grade; evaluating current curriculum to determine strengths and weaknesses and collaborating with staff in selecting supplementary programs.
4. Ensures the supervision of certified and support staff. This is accomplished by overseeing the recruitment, hiring, training, motivation and evaluation processes. Incumbent is also responsible for terminating staff. Principal oversees the formulation and implementation of instructional goals and objectives for individual teachers; provide for instructional resources and professional development for teachers. Principal convenes staff to promote the integration of the school's mission, goals and policies; and to promote a working environment that incorporates the principle of collaboration, subsidiary and shared decision-making.
5. Ensures that learning standards are developed and maintained for students. This is accomplished by assuring that students are tested and evaluated regularly and appropriately, and that test results are shared with parents. Principal oversees the development and maintenance of accurate and current student records and files.
6. Ensures the development and maintenance of effective communication systems between parents, teachers and school administrators. This is accomplished through regular written communication to the parents; regularly scheduled meeting opportunities between teachers and parents; regularly reporting students' academic progress; and participation in club, foundation and committee activities and meetings.
7. Oversees the development of an overall financial plan for the school. This is accomplished by collaborating with the School Commission, Foundation and PDO boards and develop a long range financial plan for the school, including fund solicitation, fund-raising, alumnus's association development, and endowment programs.

8. Collaborates with the Bishop of Yakima in administering the school. This is accomplished by developing annual school programs, plans, goals and objectives and participating in programs, meetings, etc. sponsored by the Diocese.
9. Ensures the development of policy and process for disciplining students. This is accomplished by incorporating the values of justice making and membership in a community in promoting positive discipline and its consequences.
10. Participates with other secular and private schools in the community in facilitating joint programs and/or the acquisition of joint supplies with the local school district.
11. Ensures the preparation and submission of all necessary reports to the state as well as the Diocese of Yakima. Principal also adheres to all applicable state and diocesan safety and health regulations.
12. Maintains a level of knowledge and skills required to function as a Principal. This is accomplished through reading, attendance at diocesan in-service training opportunities, participation in worships, conventions or convocations and through membership in local, state or national professional organizations, as approved and as appropriate.

#### **RESPONSIBILITIES TO THE SCHOOL ADVISORY COMMISSION**

13. Serves as staff and executive officer to the School Commission. Principal discusses agenda issues to help the Commission Chair prepare the agenda, ensures the preparation of information, research and other appropriate data as requested by the Commission. The principal collaborates with the Commission in preparing annual budget and modifying it as needed.
14. Works cooperatively with the School Commission in the implementation of their recommended School policies.
15. Furnishes data and makes recommendations in preparation for the annual budget.
16. Keeps the School Commission members informed of the general operation of the school.

#### **CURRENT SALARIES OF ELEMENTARY SCHOOL PRINCIPALS**

Salary and benefits compensatory with experience and education will be offered. If you would like information concerning the range for principals in your surrounding area public school district you should contact the local school district. Catholic School Principals have an even broader range of responsibilities than principals in public school. Since Catholic School Principals must be responsible for budgets, faith life and many other areas of governance not expected of public school principals, it is recommended that the salary reflect these increased levels of responsibilities.