Job Description

Position: Archdiocese of Washington Elementary School Principal

Position Type: Full Time/Exempt/Salary

Reports to: Pastor/Superintendent

Hours: 8 hours (Hours may increase depending on job demands)

 7:30a.m. to 3:30p.m. (Start and end times may vary by location)

The elementary school Principal serves as the educational leader, responsible for managing the policies, regulations and procedures to ensure that all students are supervised in a safe traditional Catholic learning environment that meets the approve curricula and mission of the school. ( NAPCIS/ originator Padre Pio Academy)

**The Principal shall:**

Catholic Identity

* Encourage participation by students, faculty, staff and school families in liturgical celebrations during and after school hours.
* Model Catholic values in all interactions with faculty/staff, students, school families and the greater community.
* Assure that Catholic values and teachings are the basis of school’s philosophy, mission and policy statements.
* Require that all religion teachers are in compliance with the ADW catechist certification requirements and are practicing, committed Catholics.
* Promote a faith based school community that is routed in Catholic traditions and practices.
* Formulate a schedule that allows for routine prayer, liturgies and paraliturgies.

Academic Excellence

* Create an atmosphere of rigorous academic standards and achievement for all students and faculty.
* Routinely observe instruction and provide feedback to teachers to assure that lessons are balanced and incorporate all the elements of an effective lesson.
* Provide guidance, time and support to enable teachers to effectively use data (Scantron Testing) to inform and improve instruction.
* Promote the use of differentiated instruction, appropriate interventions (RTI) to assure that all students are successful. (Archdiocese of Chicago Catholic Schools , Annual Performance Review and Evaluation of the Principal)
* Leverage technology to access, organize and deliver instructional materials

Staff Development

* Provide time, guidance and resourced to enable teachers to participate in continuing education and staff development programs that maintain certification and improve proficiency.
* Develop a professional development program that is relevant to the needs of the faculty and improves student learning.
* Attend meetings and participates in professional development programs offered by the Catholic Schools Office.
* Meet and maintain state and Archdiocese of Washington certification requirements.

Supervision

* Routinely observe and provide written feedback to faculty and staff in accordance with the Catholic Schools Office guidelines.
* Provide teacher supervision and feedback using classroom observation, students contact, parent imput and general observation.
* Require faculty and staff to comply with all applicable regulations and guidelines included in the Policies for Catholic Schools –Third Revision -2018 and the school’s Employee Handbook.
* Set clear and fair guidelines for student conduct and apply them in a consistent and judicious manner.
* Ensure the maintenance and safety of the school plant according to local, state, Archdiocesan and Catholic Schools policies, procedures and directives.

Advisory Board Relations

* Report on school activities.
* Provide reports on the school’s financial status.
* Collaborate with the Board to produce a documented vision (strategic plan) for the school.
* Effectively communicates this vision to all stakeholders and provide examples of how the goals of the vision are being met.
* Create policy and procedures that reflect the school’s vision.

Fiscal Oversight

* Prepare a realistic and achievable annual school budget in consultation with the Advisory Board and the parish. (Archdiocese of Chicago Catholic Schools)
* Collect tuition and monitor delinquent accounts to assure that tuition is collected in accordance with Archdiocesan policy.
* Promulgate written policies and procedures for collection of tuition and assure that these policies and procedures are consistently and fairly enforced.
* Send an annual written statement of tuition rates and the” real cost” to educate each student to all stakeholders.
* Monitor the financial liabilities of the school (bills) and assure that prompt payments are made.

Communication

* Communicate regularly with the pastor/administer on school related issues.
* Produce an up-to-date Parent /Student Handbook which clearly states the policies and procedures of the school. The Handbook should include student conduct code, financial regulations, dress code, emergency response plan and other information routinely accessed by school families.
* Establish effective home/school communications through the use of social media, email, website, newsletters, etc.
* Display strong verbal and written communications skills
* Use strong interpersonal skills to work with diverse groups of people and opinions.

Organization and Institutional Leadership

* Keep accurate student and employee records
* Attends archdiocesan meetings and completes all required paperwork.
* Effectively delegate responsibilities and foster shared leadership.
* Maintain a safe and secure environment for students, faculty and staff.
* Effectively manage conflict.
* Demonstrate effective interpersonal relationships with students, faculty/staff, parents and the greater community.

While a conscientious effort has been made to include all the duties and expectations of the Archdiocese of Washington Elementary School Principal, the above is not all inclusive and the position’s duties may be expanded or modified at the discretion of the Pastor and/or the Superintendent.