

## PRINCIPAL JOB DESCRIPTION

2204E

Explanation

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**JOB TITLE:** Catholic Elementary School Principal

**SUPERVISOR:** In carrying out diocesan policies, the school principal is accountable to the pastor in consultation with the Diocesan Superintendent of Schools.

**WORK AREA:** Parish School address and some occasional travel to meetings out of town.

### GENERAL

**DESCRIPTION:** This person is responsible for the overall management of the school, serving as the chief administrator and leader responsible for fostering a Catholic environment conducive to quality education. This person will work in full cooperation with the pastor or Parish Life Coordinator and Diocesan Office of Catholic Formation. This person will work in consultation with the school education committee.

### WORKING

**CONDITIONS:** The principal is a full-time position. If teaching, the teaching position is part-time. An office in a comfortable, private environment with a moderate noise level is provided, along with adequate accessories, lighting, ventilation and equipment. While performing the duties of this job, the employee occasionally works in outside weather conditions.

**QUALIFICATIONS:** To perform the job successfully, the individual must be able to perform each essential duty satisfactorily. The person must have a valid administrator's certificate from the State of Wisconsin, a plan to obtain this in the next 3-5 years, or other state license as approved by the diocese, and at least five years of successful teaching and/or administrative experience at the elementary level. Elevated certification in religion is required. This person must also understand and be able to implement the philosophy of Catholic education as directed by the Diocese of Superior's Office of Catholic Formation, as well as recognize and accept the role of the school with the total parish ministry.

### ESSENTIAL

**RESPONSIBILITIES:**

1. Recruit, interview and consult with the pastor regarding the contracting of teachers and the hiring of staff.
2. Supervise and evaluate all members of the school staff.
3. Assure appropriate supervision within the school and environs when children are present.
4. Plan staff meetings, meetings with students and parents, and in-service programs for faculty.
5. Assess school's needs, evaluate effectiveness of practices, develop school improvement plans, set goals and establish operational procedures.
6. Manage the school budget and assist with its preparation so as to insure that an adequate, sequential up-to-date academic program is provided for students.
7. Establish and maintain frequent communication with families, parish members, community and public school district.
8. Assure that the school complies with applicable federal, state, local and diocesan regulations.
9. Assure that the school takes advantage of federal, state and local funding that is available.
10. Assure that environment proper to the Catholic mission of the school be evident in conduct of students, school environment, publications, events, et al., developed and/or sponsored by the school.
11. Achieve and maintain WRISA (Wisconsin Religious and Independent School Accrediting) accreditation.
12. Report periodically to pastor on progress and issues of the school.
13. Cooperate with pastor, parish staff and lay leaders for good order and support of all parish ministries.

14. Cooperate with pastor and parish staff in common parish programs such as adult faith formation, sacramental preparation, especially liturgies, parish events, etc.
15. Assist and encourage all members of the school faculty and staff to participate in continuing education appropriate to responsibilities.
16. Represent the school at education meetings, conferences, ~~et al.~~ and diocesan meetings, in-services and events.
17. In coordination with the pastor or pastor's designee, maintain a healthy and safe environment for children.
18. If teaching, follows the responsibilities listed in the Teachers Job Description.
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20. Perform all pertinent duties as assigned by the pastor.

**PHYSICAL  
DEMANDS:**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl, and taste or smell.
2. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.