

JOB DESCRIPTION

Principal

The Principal is the chief academic administrator of the school, and an ex-officio, non-voting member of the Board of Directors. S/he reports directly to the President, and collaborates closely with the President on all aspects of the administration of the school, especially as they relate to curriculum, accreditation, student discipline and professional development of the faculty. S/He holds a full-time, 12 month position.

Necessary qualifications include a passion for and dedication to the Catholic mission of the school, strong administrative skills that balance an attention to detail with a strategic vision for the school, collaborative leadership skills, resourceful and creative thinking and problem solving skills, an ability to multi-task and prioritize in a fast-paced environment and high energy.

A Master's degree (preferably in Administration), an Ohio Principal's Certificate and a Catechetical Leader Certificate (or progress toward the certificate) is required.

The Principal must be a practicing Roman Catholic.

Duties include but are not limited to the following:

Administration

- Maintaining a close working relationship with the President and the Board of Directors of the school
- Ensuring that the Catholic identity, environment and mission of the school are being implemented in all policies and procedures of the school
- Directing the implementation of school policy decisions
- Reviewing and updating the student-parent handbooks and new teacher handbooks on an annual basis
- Maintaining consistent, positive discipline while respecting each person and appreciating cultural differences
- Cooperating with the Diocesan Office of Catholic Education, the State Department of Education and public school districts serving the school
- Facilitating the completion of reports or applications required by the Diocesan Office of Catholic Education, the State Department of Education, the Board of Directors, public school districts serving the school and accrediting authorities
- Overseeing the accreditation process
- Collaborating with the President in developing and overseeing the school budget
- Attending meetings with and preparing reports for the Board and related committees

Professional and Support Staff

- Hiring, leading, supervising and evaluating the faculty and the non-teaching school professional staff
- Overseeing the continued professional development of the faculty and staff

Instructional Program

- Articulating and implementing a vision for the school in areas of curriculum, religious education, outreach and technology
- Exercising pedagogical leadership identifying changing needs and leading the curriculum development to meet them
- Developing and administering a plan of on-going review, study, research and analysis to improve the instructional program

State and Federal Programs

- Administering state and federal programs; planning the budgets and supervising expenditures for these programs
- Overseeing auxiliary service personnel and conducting an ongoing review on the effectiveness of the program

Other

- Performing any and all other duties as assigned by the school President