

# **DIOCESAN ADMINISTRATION**

## **POSITION DESCRIPTION**

**POSITION:** Principal of a Parish School

**FLSA:** Exempt  
**STATUS:** Full-time

### **INTRODUCTION:**

The Bishop of Manchester is the visible principle and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

All employees of the diocese assist the Bishop of Manchester in serving the parishes, schools, and institutions of the Catholic Church in New Hampshire.

As parish schools are a ministry of the parish to which they belong, parish school principals report directly to the pastor of the parish and indirectly to the Superintendent of Catholic Schools.

### **RESPONSIBILITIES:**

The principal serves as the spiritual, educational, and managerial leader of the school. The principal is responsible for managing approved policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional Catholic learning environment that meets the approved mission and curricula of the school.

Fulfilling the Catholic mission of the school and achieving academic excellence require that the school principal work collaboratively to direct and nurture all members of school staff and to communicate effectively with local clergy, parents/guardians, and the Catholic Schools Office. Inherent in the position are the responsibilities for scheduling, curriculum development, staff professional development, extracurricular activities, personnel management, budgeting, emergency procedures, and facility operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **1. As a spiritual leader:**

- Nurtures the faith development of students, faculty and staff, by providing opportunities for individual and group spiritual growth
- Ensures quality Catholic religious instruction to students
- Selects qualified religion teachers who use the Diocesan religion curriculum and approved texts
- Provides opportunities for students, faculty, staff and families to celebrate the Catholic faith
- Supports and fosters consistent practices of Christian service
- Fosters collaboration between the parish/es and the school

- Recognizes, respects and facilitates the role of parents as the primary faith educators of their children
- Promotes Catholic values within the local and larger community
- Integrates gospel values and Christian ethics into the curriculum, policies, and life of the school
- Maintains awareness of current trends related to Catholic schools
- Develops, implements, and publishes the school philosophy and mission statement that reflect the unique Catholic identity of the school

**2. As an educational leader:**

- Demonstrates symbolic and cultural leadership skills in developing a school climate reflecting Catholic identity
- Applies a Catholic educational vision to the daily activities of the school
- Promotes positive morale within the school
- Recognizes and fosters leadership opportunities among staff members
- Attends to his/her own personal growth and professional development
- Provides and supports individual and/or group professional development activities for his/her staff
- Recognizes and provides for cultural and religious differences
- Provides leadership in curriculum development, especially in the integration of Catholic and Christian values
- Demonstrates an understanding of a variety of educational and pedagogical skills
- Recognizes and accommodates when possible the special learning needs of children
- Supervises instruction effectively
- Demonstrates an understanding of effective procedures for evaluating students and utilizing formative assessments to help students grow

**3. As a visionary leader:**

- Develops a vision for the school and institutes best practices to engage the school community towards this unifying vision
- Utilizes best practices for growth in enrollment, development, and strong relationships/partnerships in the local community
- Recruits, interviews, and selects qualified personnel as set by diocesan policies and guidelines who will advance the mission and vision of the school
- Provides orientation for new staff
- Knows and applies the skills of organizational management, delegation of responsibilities, and effective communication
- Manages conflict effectively
- Evaluates all staff
- Provides a positive school environment that reflects our Catholic identity
- Understands Catholic school governance structure
- Recognizes and cultivates the importance of the relationship between the school and Catholic Schools Office
- Knows civil and church law as it applies to Catholic schools and utilizes diocesan personnel for assistance when needed

- Understands accreditation and federally-funded program requirements
- Understands and demonstrates the use of current technologies
- Demonstrates skills in planning and managing the school's financial resources toward developing and monitoring an annual budget
- Understands the basic strategies of long-range planning and application in developing a school improvement plan
- Fosters effective public relations in accordance with diocesan guidelines

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- M.A., M.Ed., and/or an advanced degree in School Administration/Leadership
- Appropriately qualified and/or certified or eligible for NH administrator's certification
- Experienced in visionary leadership, supervision, curriculum, finances, planning, and technology
- Minimum of 5 years successful teaching/administrative experience in a Catholic school
- Demonstrated strong verbal/written communication skills
- Demonstrated effective organizational and time management skills
- It is required that the incumbent be a practicing Catholic by:
  - Being in good standing with the Church
  - Actively participating in parish life
  - Be able articulate and lead community prayer

In addition, they must understand, articulate, and promote the mission of a Catholic school through its Catholic culture, ministry of evangelization, and commitment to the formation and education of students spiritually, intellectually, socially, physically, and morally.

**ENVIRONMENT:**

1. Office environment - clean, well-lit, environmentally comfortable, no fumes or airborne particles
2. Minimal exposure to chemicals related to copier equipment and general office solvents
3. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
4. Frequent grasping and manipulation of equipment and controls
5. Ability to travel throughout the diocese.
6. Ability to work a flexible schedule, which may include nights and weekends.
7. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist high level whenever necessary
8. Mobility includes regular sitting, some standing and walking