

DIOCESAN ADMINISTRATION

POSITION DESCRIPTION

POSITION: Principal

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.

Each position employed in the Diocese of Manchester helps to extend the ministry of the Bishop in particular ways as outlined in the position description. Parish school principals are accountable to the pastor of the parish and to the Superintendent of Schools. Regional and high school presidents, principals, and heads of schools are accountable to the Superintendent of Catholic Schools.

“Three things are necessary for the salvation of man: to know what he ought to believe; to know what he ought to desire; and to know what he ought to do.” - St. Thomas Aquinas

The principal serves as the spiritual, educational, and institutional 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, authentic Catholic learning environment that meets the mission and curricula of the school. The principal is a mission-driven professional who understands the mission of the Catholic Church and the Catholic school's role in the formation of the human person.

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:

As a spiritual leader:

- Responsible for the faith formation of faculty and staff, students and families
- Recruits and selects qualified religion teachers and uses approved standards, texts, and curriculum
- Provides opportunities for students, faculty, staff and families to celebrate our Catholic faith, i.e. feast days, holy days, the liturgical calendar, etc.
- Supports and fosters consistent Christian service within the school community through corporal and spiritual works of mercy
- 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
- Nurtures a Catholic world view across all aspects of the school 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 (with approval of the superintendent) the school philosophy and mission statement that reflect the unique Catholic identity of the school

As an educational leader:

- Promotes a positive school culture that reflects our Catholic identity
- Recognizes and fosters leadership opportunities among staff members and students
- Attends to his/her own personal growth and professional development
- Provides and supports individual and/or group professional development activities for his/her staff
- Provides leadership in curriculum, assessment, and instructional development for the faculty and staff
- Recognizes and accommodates, when possible, the special learning needs of children
- Supervises instruction and provides feedback effectively
- Demonstrates an understanding of effective procedures for school-wide evaluations of students and utilizing such formative assessments to inform instruction
- Provides orientation for new and returning faculty and staff

As an institutional 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 relationships within the school and 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
- Knows and applies the skills of organizational management, delegation of responsibilities, and effective communication
- Manages conflict effectively
- Understands Catholic school governance structure
- Recognizes and cultivates 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
- Develop and monitors an annual school budget
- Effectively manages the school's financial resources
- Understands the basic strategies of long-range planning development of a school strategic plan

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
- 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

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