



## ***St John the Baptist Catholic School***

**4500 Fairfield Ave.  
Fort Wayne, IN 46807**

### **School Principal Job Description**

**Title:** Principal

**Qualifications:** The principal shall hold (be eligible for) an Indiana elementary supervision and administration license.

**Supervisor:** Parish Pastor (elementary schools)

**Supervises:** Students, all teachers, and staff of the school

#### **General Statement of Responsibilities**

Under the direction of and in close cooperation with the pastor, the principal has three basic roles; as the religious leader, educational leader, and as a manager. The principal provides leadership designed to maximize the spiritual, educational, social, and personal development of each individual student. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

The National Catholic Education Association has identified important performance competencies in three major areas identified below. Under the direction of and in close cooperation with the pastor/Bishop, the principal performs the following competencies in the areas of responsibility indicated.

#### **A . Principal as Religious Leader**

1. Faith Development
  - a. Nurtures the faith development of children, youth, and adults
  - b. Leads the school community in prayer
  - c. Provides opportunities for the celebration of the sacrament(s)
  - d. Provides appropriate opportunities for fostering the spiritual growth of faculty, students, and others in the school community
  - e. Integrates the Catholic faith dimension into all educational and school-related programs
2. Building Christian Community
  - a. Recognizes the relationship between the parish and the school, knows how to work effectively with the pastor and others in the parish community
  - b. Recognizes, respects, and facilitates the primary role of parents as educators
  - c. Supports and fosters the self-concept of everyone in the school community
  - d. Ensures opportunities for service in the school community and larger community
  - e. Promotes Catholic community
3. Moral and Ethical Development
  - a. Facilitates the moral development and maturity of children, youth and adults
  - b. Integrates Gospel values and Christian ethics into the curriculum, policies, and life of the school

#### 4. History and Philosophy

- a. Is knowledgeable of the history of Catholic schools in the United States
- b. Internalizes and articulates the philosophy and mission of Catholic education
- c. Applies Church documents and other religious resources in the management of the school
- d. Develops and implements statements of school mission, vision and philosophy which reflect the unique Catholic character of the school
- e. Integrates the Catholic faith dimension into all educational and school-related programs

### **B. Principal as Educational Leader**

#### 1. Leadership

- a. Provides leadership in developing a school climate which is a reflection of its Catholic identity
- b. Promotes and applies a Catholic educational vision to the daily activities of the school
- c. Promotes staff morale.
- d. Maintain open communication. with pastor, staff, parents, board members, students, and parish members
- e. Fosters leadership within the staff
- f. Interprets and applies research.
- g. Implements change effectively and efficiently
- h. Actively pursues professional growth by membership and participation in professional organizations, attending meetings and workshops, and graduate classes

#### 2. Curriculum and Instruction

- a. Knows and applies content and methods of religious education and the academic subjects
- b. Knows the developmental stages of children
- c. Recognizes and provides for cultural and religious differences
- d. Provides leadership in curriculum development, especially for the integration of Christian values
- e. Can apply a variety of educational and pedagogical skills
- f. Supervises the instructional program of the school
- g. Provide for regular reports to parents on student progress and test results
- h. Provide for an ongoing assessment of school programs, activities, procedures, textbooks, curriculum, and make recommendations for improvement
- i. Communicates with the school board regularly about the needs, successes and general operation of the school.
- j. Evaluates program effectiveness.

### **C. Principal as Manager**

#### 1. Personnel Management

- a. Provide for improvement of the quality of instruction by giving teachers counsel, encouragement, support, understanding, and commendation at faculty meetings and individual conferences
- b. Recruit, interviews, selects, and provides an orientation for school staff

- c. Provides for an orderly school environment and promotes student self-discipline
- d. Assigns, monitors and engages in supervision duties
- e. Develop clearly understood procedures and provide regular drills for emergencies and disasters
- f. Manages conflict effectively
- g. Evaluates teachers and non-certified staff

## 2. Institutional Management

- a. Knows and applies skills of organizational management, delegation of responsibilities, formulation of goals and objectives, motivation of staff, and communication skills
- b. Works effectively with various school committees
- c. Understands Catholic school governance structures and works effectively with school board.
- d. Understands importance of current technology and education
- e. Recognizes the importance of the relationship between the school and the diocesan office of education
- f. Recognizes the importance of the relationship between school and the religious congregations(s)
- g. Knows civil and canon law as it applies to Catholic schools
- h. Understands and strives to meet state accreditation requirements
- i. Prepares and submits all reports required for the Indiana State Department of Public Instruction, the Diocesan Office of Education, and community agencies and organizations
- j. Understands government-funded programs
- k. Maintains procedures for safe storing and integrity of all public and confidential school records, and ensures student records are complete and current

## 3. Finance and Development

- a. Plans and manages the school's financial resources
- b. Leads long-range planning
- c. Provides for development in the broadest sense, including effective public relations programs (parish, Church, and broader community) and a school marketing program
- d. Seeks resources and support beyond the school (and Parish)
- e. Assist School Board in preparation of an annual school budget