



## Diocese of Knoxville Catholic School

### Job Description

<u>Title</u>	<u>Classification</u>	<u>Reports to</u>
Principal	Exempt-Administrative	President

The Principal is responsible for the leadership and administration of a diocesan secondary Catholic school. The Catholic school is guided by a clearly defined mission that embraces Catholic identity, rooted in Gospel values, centered on the Eucharist, and committed to faith formation, academic excellence, and service. The Principal strives to provide opportunities for the students to be prepared for life in today's Church and society through a rigorous curriculum that promotes instructional and spiritual formation in the beliefs, values and traditions of the Roman Catholic Church.

**PURPOSE OF POSITION:** The Principal serves in the overall administration and leadership of the Catholic School by:

- articulating the mission and vision of the school through the academic program
- engaging the school community to ensure a school culture that embodies the mission and vision
- creating and maintaining a safe, healthy, and supportive learning environment and culture that synthesizes the intellectual, physical, social, emotional, and spiritual development of the students
- recruiting, mentoring and developing competent, professionally qualified personnel
- collaborating with the President and the diocese to provide the infrastructure or programs and services that ensures the operational vitality of the school
- supporting networks of collaboration at all levels within the school community to advance excellence
- leading continuous improvement of curriculum and instruction and utilizing school-wide data to plan for continued and sustained academic excellence and growth
- implementing a school curriculum based on the Diocese of Knoxville standards and expectations
- collaborating with the President to communicate school initiatives and/or changes in school programs to all stakeholders
- managing fiscal and human resources responsibly and equitably under the guiding principle of Church stewardship to deliver a quality academic program
- facilitating positive school and community relations

#### **EDUCATION REQUIREMENTS:**

- Minimum of a Master's degree
- Recommended experience as a school administrator
- Minimum of five years' teaching experience
- Hold or be able to obtain a valid license by the State of Tennessee in the area of School Administration or Leadership or a comparable degree and leadership license according to diocesan standards

#### **MAJOR RESPONSIBILITIES:**

##### **Faith Formation:**

1. Be accountable to the President and Superintendent in matters that pertain to faith development.

2. Assist the pastors and work with the President as the spiritual leader in the school community.
3. Coordinate with the school Chaplain or others to provide spiritual retreats and other spiritual experiences for the faculty and staff on a regular and timely basis.
4. Collaborate with the President and faculty members to assist parents in their role as the primary educators of their children in faith.
5. Use standards adopted across the curriculum, and include integration of the religious, spiritual, moral and ethical dimensions of learning in all subjects according to Catholic Catechism and Doctrine and social teaching.
6. Collaborate with the Diocese, Pastors of local parishes, and other Catholic organizations to facilitate service learning and opportunities for parents and students to grow in their knowledge and practice of the faith.
7. Implement student discipline code that is fair, consistent and based on a Christ-like approach to discipline.
8. Maintain compliance with Diocesan policies concerning religious certification, catechetical training, and keeping children safe policies.
9. Be a leader in visibly supporting the faith life of the school community.
10. Provide liturgical opportunities and experiences for faculty, staff and students.
11. Foster collegial relationships with and among school leaders, teachers, staff, and others within the school community.
12. Promote positive interpersonal relationships with all stakeholder groups: parents, faculty, students, and community.

#### **Administration/Managerial**

1. Be accountable to the President for all matters that concern the operation of the school.
2. Cooperate with the Diocesan Superintendent of Catholic Schools in whatever manner is needed for the proper functioning of the school and for the supervision of personnel, students and programs.
3. Administration of the policies and regulations of the school as outlined by the Diocese of Knoxville Policies and Procedures and the State of Tennessee.
4. Engage in financial planning in collaboration with the President and the Board of Trustees.
5. Through a collaborative budget process, maintain the school budget by delineating revenue and expenses.
6. Compile information and coordination of short and long-range planning.
7. Support the efforts of President's strategic planning duties.
8. Implement the school's strategic improvement plan.
9. Oversee the utilization of federally funded Title programs by collaborating with the Local Education Agency (LEA) and the Catholic Schools' Office.
10. Meet administrative deadlines concerning official school reports, accreditation reports or other administrative documentation required from the school.
11. Maintain all school files in a professionally organized manner, including personnel files and student records.
12. Hire, evaluate, and supervise all personnel under direct report or supervision.
13. Coordinate personnel, student groups and other members of the school community in developing curricular and co-curricular programming, assuring integration with the academic life of the institution and encouraging student personal growth and development.
14. Maintain a Code of Conduct and Honor to promote discipline throughout the school so that quality teaching and learning may take place.
15. Help establish a student culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, and exercise leadership.

16. Provide leadership in and is responsible for the development, implementation and evaluation of policies and regulations pertaining to school life, especially those related to academic progress, student conduct and student co-curricular activities.
17. Responsible for the safe operation of the physical plant and the general welfare of all students, staff, parents, and patrons on or about the school site.
18. Complete written compliance reports as required for State, Diocesan or Federal agencies.
19. Promote positive school-community relations through various forms of communication.

#### **Curriculum and Instruction:**

1. Assist the faculty in integration of the Catholic philosophical and social principles in the curriculum.
2. Implement a rigorous curriculum that meets or exceeds Diocesan requirements.
3. Identify professional development needs and provide for continuous ongoing professional development.
4. Implement a new personnel orientation/mentoring program for ongoing personnel development of new faculty members.
5. Facilitate a comprehensive standardized assessment program and maintain records of assessment data.
6. Evaluate personnel on effective practices utilizing the diocesan approved evaluation model.
7. Monitor lesson planning and instructional planning to ensure compliance with curriculum expectations.
8. Oversee teachers to maintain licenses to ensure professional standards are maintained.
9. Coordinate teacher and student schedules to promote maximum learning and minimize conflict.
10. Monitor student achievement and progress.
11. Facilitate and promote the use of student performance data with all teachers to make instructional decisions.
12. Encourage differentiation to meet the needs of students with varying talents and abilities.
13. Participate in student support teams to identify concerns with individual student progress and to develop a prescriptive plan of action for improvement.
14. Collaborate with instructional leaders to identify and acquire appropriate educational resource materials such as textbooks, technology, and other instructional resources.

#### **Communication and Public Relations**

1. Communicate to the President progress in the implementation of school policies, programs, curriculum development, evaluation and other school matters.
2. Update the President on current educational trends, issues, problems and other matters that may be useful to them.
3. Establish and Collaborate with a parent and school organization, the Home and School Association, to communicate Home and School activities, events, fundraising activities and volunteer committees.
4. Provide channels for communication and the dissemination of information.
5. In conjunction with the school educational support services staff, alert parents to the special needs and or learning difficulties of their children.
6. Inform parents and all stakeholders of events, programs, and other school-related information.
7. Represent or provide a representative (s) for the school to outside agencies as is necessary.
8. Provide opportunities for parent/teacher conferences, parent meetings, and other activities regarded as necessary for the development of family life and parenting and a strong partnership between home and school.
9. Collaborate with President, Admissions Director, Development Director, or others to actively market the school for new students, additional resources, or other needs.

***SKILLS AND ABILITIES:***

- Excellent interpersonal skills
- Ability to communicate clearly and concisely both in written and oral form and effectively communicate/present information to various stakeholders.
- Ability to read, analyze, interpret data, general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, business correspondence and procedural manuals.
- Ability to define problems, gather, analyze and synthesize data, establish facts, and draw conclusions.
- Demonstrate ability to appropriately discipline students, manage conflict with parents and to resolve faculty and staff disagreements or conflict.
- Commitment to a Catholic philosophy of education.
- Participate in professional organizations
- Maintain knowledge in current, professional literature, research, trends and technology.
- Maintain proficiency in technology.

***PHYSICAL DEMANDS OF POSITION:***

- Must be able to sit or stand for long periods.
- Must be able to move around the school quickly.
- Must be able to reach with hands and arms.
- Should be able to stoop, kneel, crouch, or crawl.
- Employee may occasionally lift/and or move up to 50 pounds.
- Specific vision abilities required include close vision such as to read handwritten or typed material, and the ability to adjust focus, as well as, distance vision for supervisory purposes.
- Demands of the extended workday require a high level of physical endurance.
- Should be able to handle and balance multiple demands at one time.