



## **SCHOOL PRINCIPAL**

**Status:** Full-Time, Exempt

**Starting Salary:** \$70,000 - \$75,000 (DOQ)

Competitive fringe benefits including, medical, prescriptions, dental and vision insurance, personal time off; defined benefit retirement plan; long-term disability plan, life insurance policy, and paid holidays.

**Position Description:**

The St. Mary's Catholic School Principal fulfills the mission of St. Mary's Catholic School by serving as the spiritual, educational, and managerial leader of the school. The principal is charged with the implementation of the philosophy, mission, objectives, and the overall management of the school. The principal is responsible for the professional effectiveness of the staff, the educational progress of the students, as well as the relationship within the entire school community.

**Qualifications:**

**Religion:**

- Must be a practicing Catholic in good standing with a commitment to ongoing formation in catechetical and spiritual leadership development.
- Fully initiated, practicing Catholic, free from any canonical penalties and of proven faith, good morals, and good reputation.

**Education and Experience:**

- Possess a Master's Degree in Education Administration and Supervision, or a related field, along with five years teaching and/or administrative experience.

**Reporting to:** Pastor of the Church of St. Mary

## **Key Responsibility Areas (KRA):**

### **KRA 1 | Spiritual Leadership**

**Leads and engages the entire school community in actively infusing Catholic identity into the school's culture, environment, curriculum, program, and policies.**

- Supports the teachings, values, and traditions of the Catholic Church and the charism of the school
- Fosters an environment in which the Catholic identity of the school is lived and visible
- Models Catholic identity through behavior and all communications
- Promotes and develops a vibrant and active community of faith through daily prayer, meaningful liturgical celebrations, seasonal devotions, and service experiences
- Ensures a rigorous Catholic religious studies program and integration of Catholic teachings and Sacred Scripture throughout the curriculum
- Engages in and provides on-going spiritual formation

### **KRA 2 | Mission Leadership**

**Engages all members of the school community in articulating and living the school's mission.**

- Ensures that the school's mission reflects the school's Catholic identity, charism, and traditions
- Demonstrates that all school planning and decisions flow from the mission statement
- Communicates, models, and proclaims the school's mission both internally and to the broader community
- Promotes the mission statement by prominent display throughout the school and in a visible area of all classrooms

### **KRA 3 | Pastoral/Interpersonal Leadership**

**Strives to create and maintain a culture of collaboration and trust and an atmosphere of openness and availability to all in the community of the school and Cheyenne parishes.**

- Communicates consistently and effectively with the pastor, School Advisory Board, and Parent Teacher Organization
- Partners with the Director of Catholic School Leadership in all pertinent school matters
- Models and fosters mutually respectful relationships based on mission and driven by Gospel values with all members of the community of the school and Cheyenne parishes
- Solicits appropriate input to promote effective decision-making and communication
- Provides a nurturing, affirming, formational environment for the students, demonstrates a genuine interest in the students, and is responsive to student needs

- Demonstrates enthusiasm for education, school pride, a visible presence, and active engagement and positively influences relationships between the school and its community
- Creates an atmosphere of hospitality, openness, and availability with faculty, staff, students, and families
- Cultivates leadership among faculty, staff, and students
- Provides feedback to faculty/staff that affirms and promotes personal and professional growth and development
- Communicates regularly and respectfully with all stakeholders in a manner consistent with Catholic values

#### **KRA 4 | Educational Leadership**

**Inspires and leads the school community toward educational excellence.**

- Articulates and promotes high expectations, opportunities, and structure to continually develop more effective teaching to improve student performance
- Demonstrates a clear understanding of the school's curriculum and oversees the scope, sequence, and pacing of the educational program
- Collects, analyzes, and uses varied academic data to make appropriate educational decisions that improve classroom instruction, bolster student achievement, improve overall school effectiveness, and promotes school enrollment and retention
- Serves as an advocate for the welfare of all members of the learning community and considers diversity in developing learning experiences
- Evaluates and provides instructional materials and resources
- Articulates knowledge of current professional and instructional developments in education
- Initiates change based on collaboration and input from stakeholders
- Promotes the use of the most effective and appropriate technologies to support teaching and learning
- Reviews and evaluates teacher lesson plans and assessments regularly and guides teachers in enhancing current curriculum, instructional practices, and assessment methods
- Adheres to the formative, ongoing, and collaborative process of teacher observation with the goal of improving the quality of teaching and student learning
- Uses classroom observations to establish goals for school-wide and individual professional growth
- Provides each educator with an annual summative evaluation reflecting the National Standards and Benchmarks for Effective Catholic Schools (NSBECS)

#### **KRA 5 | Operational and Visionary Leadership**

**Demonstrates effective stewardship of school resources in daily operations while undertaking comprehensive planning for the future.**

- Maintains current school accreditation through the WCEA
- Operates in accordance with published diocesan policies and practices

- Follows the St. Mary's Catholic School policies and practices
- Develops and maintains:
  - Quality instructional programming resources
  - A clean, attractive, well-maintained, safe, and secure facility
  - An infrastructure to support educational practices
  - Technology to meet administrative and educational needs
- Develops and monitors a realistic and fiscally responsible budget
- Recruits, selects, orients, and retains staff to support quality instruction and Catholic identity
- Articulates the school's vision and goals to all the school's constituencies
- Takes an active role in marketing and student recruitment and retention
- Seeks outside revenue sources and public funding for the school
- Works collaboratively to establish short- and long-range goals which includes realistic budgeting, marketing, enrollment management, development, and preventative maintenance
- Monitors, evaluates, and revises short- and long-range goals annually to fulfill the school's mission, actualize its vision, and position the school for the future

**Appointment and Terms:**

I understand this job description and its requirements; I understand that this list of the job functions is not exclusive and that I am expected to complete all duties as assigned; and I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**Payroll Status:** Exempt – Standard Employee averaging a minimum of 40 hours per week

**Evaluation:** Annual evaluation by the Pastor of the Church of St. Mary which does not change the at-will nature of this employment.

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Employee Name Printed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Signature

\_\_\_\_\_  
Date

February 29, 2024