Catholic Mission and Identity
- Create a school culture of personal and spiritual excellence based on the foundation of the Gospel of Christ and Catholic tradition
- Oversee the school’s work of worship (such as weekly Mass and everyday prayer) and witness (such as practical service in the community to people experiencing need)
- Help students to grow in moral purpose, character and courage to become respectful and wise
- Engage the life of the parish by attending weekend Mass, participating in parish events, being present in the parish community when possible and as appropriate

Educational and Academic Leadership
- Lead and motivate school faculty and staff to help all students strive for their best achievements possible
- Assist the faculty and staff in helping all students to develop a love of learning and an eagerness to grow in knowledge
- Direct the implementation of archdiocesan curriculum directives
- Exercise the ministry of presence throughout the school by regularly visiting classrooms, attending after-hours events when possible and as appropriate, and otherwise acting visibly in the public role of leader and institutional representative of the school

Marketing and Enrollment Strategy
- Create and direct school marketing efforts and enrollment expansion strategy
- Support and work with the School Advisory Board Marketing Committee
- Welcome prospective school families and lead tours of the school and church campus
- Represent the school publicly at community events and gatherings such as the Grayslake Days Parade, Catholic Schools Week, etc.

Finance and Development
- Collaborate with business manager on school budgeting, revenue and expense management
- Initiate and direct fundraising efforts to achieve long range financial strength and viability

Safe Environment
- Insure that the school is in compliance with archdiocesan and Virtus best practices for the safety of children and adolescents
- Work with the business manager and others to insure that all school employees and volunteers are Virtus trained and current with required forms, training bulletins, etc.