JOB POSITION – ELEMENTARY SCHOOL PRINCIPAL

Policy GP 201.1  Every position in the Archdiocese of Chicago shall have a position description.

Job Title  
Principal  
The elementary school principal is the administrator, faith and instructional leader of the local school, and serves as the executive officer of the local governance board in a Catholic school of the Archdiocese of Chicago. In addition, the principal oversees the fiscal vitality of the school.

Accountability  
The elementary school principal is hired by and is accountable to the pastor or the juridic person for the operation of the school. The principal is expected to abide by the established policies and procedures of the Archdiocese of Chicago, the Office of Catholic Schools and the directives of the Superintendent of Catholic Schools. The principal participates in the annual performance review outlined by the Office of Catholic Schools.

General Responsibilities  
The principal serves the school in a professional manner and acts in accordance with Catholic doctrinal and moral teachings. The principal ensures that the school is integral to the mission of evangelization of the parish/archdiocese by giving witness to Gospel living, spiritual and educational development, and a deepening of the faith in all members of the local community.

Catholic Identity  
- promotes and facilitates an environment which fosters the Catholic identity of the school  
- ensures that the faculty is current in the areas of theology, religious education and catechetical skills  
- promulgates and periodically revises the school mission statement and philosophy in collaboration with the school community  
- Encourages and educates students, school families and faculty members to celebrate liturgies, including Sunday Mass, and the seasons/feasts of the liturgical year  
- promotes parent/guardian partnerships in advancing the mission of the school and the ministry of Catholic education  
- implements conflict management procedures as necessary  
- promotes a culture of respect for each member of the community

Academic Excellence  
- ensures all students learn to their fullest potential, using data to inform decision-making  
- Supervises implementation of the Office of Catholic Schools curricula in a rigorous, relevant, and age-appropriate manner that develops students’ ability to continually succeed  
- assists faculty in utilizing effective learning strategies that integrate technology  
- acts as the instructional leader of the school by recruiting, hiring, supervising, evaluating, and providing quality professional development for highly qualified, certified staff members to improve student learning  
- oversees co-curricular activities (extended school day, sports, activity clubs) ensuring that the programs are in compliance with local and archdiocesan policies
School Viability

- serves as the executive officer to the board, helping to prepare for meetings, informing them of policy, and leading their continual professional development and goal setting
- collaboratively develops and successfully implements strategic planning that involves representatives of all stakeholders of the school and wider community
- prepares the annual school budget in cooperation with the board and parish
- monitors the budget and finances to ensure proper cash flow with diverse funding sources to support the financial stability of the school
- provides for regular review of financial statements by the pastor/juridic person and board to ensure awareness of the financial position of the school and makes necessary adjustments for financial viability
- promulgates written local financial policies and procedures for collection and disbursement of all school funds based on Archdiocesan best practices and ensures their proper implementation
- stabilizes and/or grows enrollment to reach full capacity of the school by implementing an enrollment management plan, overseeing an enrollment management team, and conducting an annual appeal to provide for scholarships/programs
- ensures the maintenance and safety of the school plant according to local, state, Archdiocesan and the Office of Catholic Schools policies, procedures and directives

General Administration

- designs and implements communication strategies to ensure that the pastor, staff, parish school families, prospective families, and the community are informed about school matters and engaged in the school
- develops appropriate handbooks for school families and school staff
- works with the board to successfully complete school and system goals
- utilizes teacher teams and shared leadership to delegate responsibilities
- develops an organized work environment and adheres to deadlines and requests
- oversees discipline in a respectful, proactive way according to Archdiocesan policy
- maintains professional, working relationships with all members of the school community and involves them in the decision-making process of the school where appropriate
- identifies, encourages, and mentors future school leaders
- maintains accurate local files and records for each student and employee
- attends required Archdiocesan, Office of Catholic Schools and local meetings

Environmental and Physical Demands

The principal is expected to supervise and evaluate staff and student progress and school safety through regular site visits to the classrooms and all other areas of the school plant.

Requirements

- practicing Catholic
- compliance with Safe Environment Requirements
- Master’s degree
- state certification in administration
- minimum 3 years professional experience in a Catholic school

The employee receives a copy of the job description.