Catholic Mission and Identity
-Creat 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.