



Lake Michigan Catholic Schools
Job Description
MSHS Principal

REPORTS TO: Pastor	RESPONSIBLE FOR: All Faculty and Staff 6-12.
WORKS WITH: CCEC, Diocesan Office of Schools, Pastors, Parents, Elementary Principal & Other Administrators	CLASS: Building Administrator LOCATION: Middle-High Building/Office in MS-HS SUPERVISION: Faculty, Support Staff Assigned to Position

JOB SUMMARY:

To provide overall instructional leadership toward the goal of providing students with the highest quality Catholic educational and spiritual experience. Areas of responsibility include: spiritual leadership, curriculum development, budget management, faculty & staff management/development, public relations, student/teacher/program evaluations, strategic planning, policy adherence, and day-to-day academic responsibility at the Middle-High School.

FOCUS AREAS INCLUDE:

- Foster Catholic Identity
- Unite LMC Family & Community
- Deliver Superior & Differentiated Academics
- Faculty/Staff Growth & Excellence

ESSENTIAL FUNCTIONS MS-HS PRINCIPAL:

Strategic Oversight:

1. Ensure the school's Mission, Vision and Values are at the center of all activities in and out of the classroom, by all faculty, staff, students and all who are a part of our school community.
2. Collaborate with the Elementary Principal when making decisions at the schoolwide level. Will involve Director of Business Operations when necessary.
3. Report regularly to the Pastors and CCEC on the status of educational programs and recommendations of necessary changes in organizational and functional structure of our schools.

4. Responsible for the Basic Responsibilities for School Administrators in Diocesan Catholic Schools provided by the Diocese of Kalamazoo.
5. Ensure that diocesan and school policies are up to date and effectively implemented.
6. Ensure effective communication with all stakeholders of Lake Michigan Catholic Schools.

Superior & Differentiated Academics:

7. Direct the effort to maintain, upgrade, implement and follow through with the curricular objectives in the Middle-High School.
8. In collaboration with the Diocesan Office of Schools and faculty, research, review, and implement appropriate curriculum and instructional materials (textbooks, technology, manipulatives).
9. Oversee the analysis of standardized test scores, student performance data and coordinate with faculty to drive instruction that ensures improved future performance.
10. Lead the Michigan Non-Public Schools Accrediting Association (MNSAA) accreditation process throughout the established cycles.

Faculty/Staff Growth & Excellence:

11. Recruit the best possible candidates, for all positions, who are dedicated to the principles of Catholic education.
12. Supervise faculty through the implementation of the diocesan and/or school adopted performance evaluation systems and informal observations.
13. When necessary, provide corrective intervention with faculty who demonstrate inappropriate behavior or poor pedagogical performance.
14. Plan, facilitate and implement professional development for MS-HS faculty and staff.
15. Schedule and facilitate faculty meetings for Middle and High School.
16. Oversee contract finalizations and orientations for all MS-HS faculty, staff, and coaches.

Student Experience/Foster Catholic Identity:

17. Create a spiritual atmosphere where our Catholic values are visible and evident throughout our schools.
18. Serve as the administrative representative and/or assign faculty or staff to supervise student activities and events as needed.
19. Meet with parents to problem solve academic, social and serious disciplinary problems in the Middle-High School.
20. Ensure effective academic progress of students. Work with counselor and/or social worker to implement accommodations as necessary. Ensure effective communication with parents on student academic progress.
21. Responsible for the safety, security and well-being of all students while on premises (student arrival/dismissal, fire, tornado and lockdown drills and legal reporting of same).
22. Be visible and accessible to all parents, students, faculty, and staff throughout MS-HS.
23. Ensure that the school system's assets are properly cared for and maintained in order to provide a high quality educational environment.
24. Consistently administer the Parent/Student Handbook to ensure proper conduct of our students.

25. Collaborate with faculty and attendance secretary to ensure appropriate standards of student behavior, performance, and attendance.
26. Ensure that all disciplinary issues are addressed fairly and in a timely manner.

Miscellaneous:

27. Develop and maintain the school's annual calendar in partnership with the Elementary Principal and Pastor.
28. With the Elementary Principal, make determinations relating to weather related closings and delays. Ensure effective communication of closings and delays to families and media.
29. Perform other duties as assigned.

ACCOUNTABILITIES:

Under the general supervision of the Pastor, directly supervise assigned support staff and supervision of faculty in order to build and maintain a high quality Catholic educational environment. The MSHS Principal collaborates with the CCEC.

JOB SPECIFICATIONS:

Master's degree required. Three to five years of administrative and teaching experience required; Catholic school experience preferred. Interpersonal, management and leadership skills required. Excellent communication skills required. Current Michigan Administrative Certificate required or applicant has the ability to achieve this within two years.

PHYSICAL DEMANDS:

Must be able to stoop, sit, stand, push, pull, and stretch consistent with an office environment; Must be able to use standard office equipment such as computer, telephone, fax machine etc. in conjunction with administrative duties; and must possess a valid driver's license in order to attend meetings and conferences as appropriate as well as for travel both locally and nationally.

Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Applicant must pass Diocesan requirements such as background checks, Virtus Training, etc.

SALARY: Commensurate with experience.

CONTRACTED DAYS: The position is contracted for 260 working days.

- This position earns 20 annual days of vacation time, summer months preferred.
- Health Insurance for the employee (optional vision, dental, and family plans can be purchased).
- Recognized holidays are included in the scheduled working days.
- In accordance with Diocesan Policy, the position is not required to report to work during Christmas and Spring Breaks.
- This position will receive paid time off (12 Sick Days & 1 Personal Leave Day) in accordance with diocesan/school policy.
- Eligible for 50% off of tuition.

- Retirement benefits
- Term Life Insurance equal to the employee's annual salary.

OUR EXTENDED COMMUNITY:

St. Joseph, Michigan is a resort town located on the beautiful shores of Lake Michigan. We attract thousands of visitors to our area every year to enjoy the beaches, boating, state parks, wineries, breweries, childrens' museum, boutique shopping, and community festivals. Centrally located between Chicago, Grand Rapids and South Bend, the attractions of the bigger city are within an easy 90 minute drive or less. Affordable housing, short commute times, and safe, friendly neighborhoods make our community a great destination especially for young families.

For more information about our community, please click [here](#).

Applicants should send their resume to: Larry Glendenning, LMC Middle-High School, 915 Pleasant Street, St. Joseph, MI 49085, Fax (269) 983-5520 or Opportunities@lmclakers.org.