Position Title: President/Principal

Date: April 2020

Reports To: Archbishop, Superintendent of Catholic Schools of the Archdiocese of Seattle and to the Board of Directors/Advisory Board.

Supervises: Vice-Principal, Business Manager, Dean of Students, Advancement Director, Athletic Director, Admissions Director, Director of Technology, Director of International Program, Academic Dean, Facilities Supervisor, Campus Ministry Director, Activities Director, and Executive Assistant.

Status: Exempt and Appointed

Introduction

The President/Principal is the chief administrative officer of the school and serves on the School Board of Directors/Advisory Board as an ex officio member. The President/Principal is appointed by the Archbishop after recommendation by the search/hiring committee formed under the leadership of the Interim President and the Archdiocese. The President/Principal is accountable to the Archbishop and to the Board of Directors/Advisory Board on matters delegated by the Archbishop to the Board. The President/Principal reports to the Superintendent of Catholic Schools for the Archdiocese of Seattle. The President/Principal has the ultimate authority and the responsibility to hire, form, evaluate and when necessary, terminate employees.

The President/Principal ensures and promotes the mission and philosophy of the school as a Catholic secondary school, always in keeping with the vision and values of the Archdiocese of Seattle. The President/Principal conducts all operations of Kennedy Catholic High School, inclusive of its academic, religious, spiritual, and extra-curricular programs, in such a manner as to always reflect the school’s Catholic mission and culture.

Summary of the Essential Role for this Position
The President/Principal is the educational, instructional, administrative and spiritual leader of the school and officially represents the school to educational authorities including the Office of Catholic Schools of the Archdiocese of Seattle and the Office of the Superintendent of Public Instruction (OSPI). She/he ensures that Kennedy Catholic consistently follows the policies of the Archdiocese, the School and the Board of Directors/Advisory Board. The President/Principal makes certain that the mission and philosophy of the school as a Catholic secondary school are always in keeping with the vision and values of the Archdiocese of Seattle. The operations of Kennedy Catholic High School inclusive of its academic, religious, spiritual, and extracurricular programs will always reflect the school’s Catholic mission and culture.

**Essential Duties/Responsibilities**

As chief administrative officer, the President/Principal is responsible to:

1. Provide faith, educational, administrative and moral leadership to the school community by providing direction and education regarding Kennedy Catholic High School’s mission, values, culture, goals, and responsibilities as a Catholic educational institution in the Archdiocese of Seattle.
2. Assign administrative and teaching duties, provide for position descriptions and covenants where appropriate, as well as supervision and annual evaluations for all employees who report to the President/Principal or their delegate.
3. Ensure good morale and ongoing professional development opportunities for faculty and staff. This will be in keeping with the overall goals of the school as well as the individual growth goals established in the formation cycle including instructional, spiritual and cultural competencies.
4. Oversee protocols for the hiring, supervision, and evaluation of all staff, and follow the appropriate policies regarding termination of employment in collaboration with the Office for Catholic Schools and the Archdiocesan Human Resources Department.
5. Assure the development and implementation of an overall learning environment that promotes faith formation, ethical decision-making, social justice, Catholic Christian leadership, and plans a broad-based curriculum to address a variety of abilities, cultures, styles and needs.
6. Maintains current knowledge regarding Washington State educational standards and requirements and directs efforts to prepare students to meet and/or exceed these standards.
7. Facilitate planning and provision for appropriate educational technology and equipment for students and staff as necessary to support the educational goals of the school.
8. Assist the Board of Directors/Advisory Board in policy development and regularly inform the members as well as the Archbishop and the Superintendent of Catholic Schools as to the status and progress of the school.

9. Establishes a school organizational structure, with clearly defined lines of authority, which provides for effective communication with all constituencies. This includes ensuring the smooth operation of the school which includes approving the schools master schedule, annual calendar, and daily schedule, as well as coordinate the scheduling of all school related activities (spiritual, academic, service, cultural, athletic, social, and other extracurricular activities) in collaboration with delegates.

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Essential Qualifications
1. Primary Qualifications
   a. Must be a practicing Catholic
   b. Must have the abilities necessary to an effective leader

2. Education
   a. Master’s degree required
   b. Current WA State Administrative Credential

3. Other Qualifying Elements
   a. Strong communication skills – verbal and written
   b. Excellent collaboration and dialogue skills
   c. Demonstrated fiscal management skills
   d. Experience in a multicultural setting
   e. Commitment to stewardship
   f. Proven abilities to excel in a fast paced and multi-tasking environment