

## Diocese of Houma-Thibodaux Position Description

POSITION TITLE: High School Principal

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**LOCATION:** High School **FLSA STATUS:** Exempt  
**DEPARTMENT:** Administration  
**REPORTS TO:** President **EMPLOYEE:**  
**DATE UPDATED:** April, 2020

**FULL-TIME:** X **PART-TIME:** **BENEFIT ELIGIBLE:** Y  
**# HOURS PER WEEK:** 40 **WEEKLY SCHEDULE:**  
**WEEKEND/NIGHT WORK:** When Necessary

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**POSITION SUMMARY:** All employees are ministers of the Catholic faith and are actively engaged in pastoral ministry and the formation of others by personal witness and action. The school principal respects Catholic values and aids faculty and students in Christian formation by exemplifying Catholic living, both in and out of the school. The principal is the chief academic officer of the school and is responsible for the spiritual and academic formation of the students and the everyday operations of the school. The principal works closely with the faculty, staff, and parents to achieve a climate and educational program that fosters high expectations of the individual as well as Catholic growth and formation within the school community. The principal is appointed by the Bishop with recommendation of the President, the Superintendent of Catholic Schools, and representatives of the Consultative School Board. The principal reports directly to the President.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING (other duties may be assigned):**

The Catholic school principal, as the spiritual, educational, and managerial leader, is the chief academic officer of the school program, as outlined below:

### **Spiritual Leadership**

- Ensures quality Catholic religious instruction of the students
- Nurtures the faith development of faculty and staff through opportunities for spiritual growth such as employee prayer, liturgy, and school community celebrations
- Enhances Catholic identity of the school
- Fosters collaboration between the school and church parishes
- Facilitates moral development and maturity of students
- Integrates gospel values and Christian ethics into curriculum, policies, and school life
- With the President, develops and implements, with school community input, a vision and mission that reflect the unique Catholic school character
- Utilizes church documents and Catholic guidelines and directives
- Supports and fosters consistent practices of Christian service projects

## **School Administration**

- Serves as ex-officio member of the Consultative School Board
- Is responsible for the performance of professional personnel connected with the day-to-day operations of the school
- Publishes a weekly faculty bulletin to keep faculty informed of schedules and other information of use to them
- Serves as the school liaison with the diocese, attending monthly Diocesan Principals' Meetings
- Is the primary school contact with the State Department of Education
- With the president, arranges the agenda and presides over faculty meetings
- Is available for discussions with teachers on matters of professional concern
- Recruits, hires, and evaluates faculty and staff members in conjunction with the administration
- Complies with all Catholic Schools Office and Diocesan policies
- Chairs the Faculty Advisory Senate
- Prepares the annual school calendar
- Reviews and revises the Faculty Handbook in conjunction with the president
- Supervises the publication of the monthly and weekly calendars
- Maintains the school operation within the budget
- Provides orientation for new faculty members
- Reviews and revises the Student-Parent Handbook in conjunction with the president
- Makes decisions on non-renewal of teacher contracts
- Is responsible for supervision of co-curricular programs and booster clubs
- Communicates with parents through monthly principal's newsletter
- Hears concerns of parents regarding academic and co-curricular matters
- Responsible for other tasks assigned by the president

## **Academics**

- Supervises and evaluates the administrative team with the assistance of the president
- Oversees the reporting to the State Department of Education and national accrediting agency in conjunction with the assistant administrators
- Assists the academic assistant principal in appointing department chairs
- Is responsible for orientation of new parents and students
- Works with academic assistant principal to study and modify the academic program
- Coordinates the new student interview process
- Approves books used for instructional purposes
- Works with the appropriate administrative team members to establish all teaching assignments
- Organizes programs for professional growth of faculty and staff

## **Discipline**

- Oversees the work of the Dean of Students in discipline and attendance
- Reviews with the Dean of Students school policies with regard to discipline, attendance, and dress codes
- Makes the final decision on the dismissal of students

**Activities**

- Oversees the work of the Student Activities Coordinator in co-curricular activities
- Together with the Student Activities Coordinator, makes decision on co-curricular assignments
- Approves the assignment of all club moderators

**Other:**

- Is the principal contact with the Louisiana High School Athletic Association
- Oversees the work of the athletic director, band director, campus minister, and technology coordinator
- Recruits, hires, and evaluates coaches and members of the music department staff in conjunction with the administration and the respective directors

**QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:**

**Education/ Experience Requirements:**

- Masters’ degree or above with Certification in Educational Leadership or Certification in Administration/Supervision required
- Valid Teaching Certificate
- A minimum of five years of teaching experience
- A minimum of three years of administrative experience
- Must be a practicing Catholic in good standing with the Church who demonstrates commitment to and appreciation for the school’s Catholic education, mission, and values
- Demonstrated leadership abilities to recruit and retain highly qualified teachers and to encourage their professional and spiritual growth
- Excellent written and oral communication skills

This job description is a summary of the essential duties and responsibilities of the position. It is not intended to be a comprehensive listing of duties and responsibilities. This job description is subject to change at the discretion of the Superintendent of Catholic Schools with approval of the Bishop.

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**Employee**

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**Date**

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**President**

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**Date**

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**Superintendent**

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**Date**