

100
Elementary School Organization

The principal has the major responsibility for the entire school program, exerting professional leadership, especially through supervision of instruction and operation of the school program. The excellence of the school depends to a significant degree upon the organization and administration of the principal, as well as the manner in which the principal fulfills his/her leadership role in the educational Catholic community.

Specific Duties of the Principal

- I. Catholic Leadership
 - A. To know and understand Roman and American Church documents as they pertain to the ministry of Catholic Education including the booklet, “**Education and Faith: Faith and Life**,” developed by the Pastors Committee of the Archdiocese of Philadelphia
 - B. To cooperate with the pastor in recruiting and maintaining a staff from among candidates approved by the Office of Catholic Education
 - C. To involve the staff in formulating plans which enable the school to meet the stated mission and objectives
 - D. To promote in faculty, students, and parents the concept of the school as the center of the educational Catholic community
 - E. To initiate programs which inculcate an attitude that will foster the practice of service to others and motivate the students to take an active part in the life of the parish
 - F. To cooperate with the pastor in his religious ministry to the students by providing opportunities for student, faculty, and parent participation in liturgical and prayer services
 - G. To participate in Archdiocesan and district meetings, projects, and activities
 - H. To participate in professional organizations supportive of the Church’s mission of Catholic Education

II Administration

A. Archdiocese and Parish

1. To cooperate with the Archdiocesan Board of Education, the staff of the Office of Catholic Education, and the pastor in the following of Archdiocesan and state policies concerning schools
2. To meet with the pastor on a regularly scheduled basis for discussion of the operation of the school and to resolve any concerns relevant to its functioning
3. To establish good relationships with parents, parish staff, parish organizations and local education agencies
4. To encourage teachers to keep parents informed of students' progress through parent-teacher conferences and individual contact, both verbal and written

B. Faculty and Personnel

1. To recruit and maintain qualified Catholic individuals for teaching positions, assign teachers to their specific duties, and ensure effective initiation and mentoring of new personnel into the school staff
2. To supervise on a regular basis all full time and part time personnel as well as the support staff (Government Program Personnel)
3. To delegate authority where possible and desirable by assigning curriculum coordinators as well as supporting and encouraging them in their activities
4. To maintain up-to-date personnel records on teacher performance, experience, and professional activities
5. To recruit, assign, and supervise substitute personnel
6. To publish a calendar of school events for faculty, student, and parents, and to communicate to the staff notices from the Office of Catholic Education and other educational agencies

7. To provide staff development opportunities for new teachers as well as for experienced teachers on a regular basis

C. School Organization

1. To conduct faculty meetings on a consistent basis and maintain minutes of such meetings which includes staff development as well as a business component
2. To assume responsibility for early dismissal for any urgent reasons
3. To plan monthly fire and safety drills and keep records of dates and times
4. To adhere to the local parish and Archdiocesan guidelines regarding registration procedures

To obtain immunization records prior to the admittance of any student
- b. To obtain as soon as possible scholastic and health records of transferring students
5. To keep a locked file containing student records, including a permanent record card with the cumulative record, standardized test results, curriculum modifications, and current legal documents (if applicable)
 - a. Psychological and counseling documents are to be kept in separate locked files
6. To accept full responsibility for all government funded programs
7. To ensure the availability of materials for all curriculum programs: Religion, Integrated Language Arts, Mathematics, Social Studies, Science, Art, Music, World Language, Technology, Library, and Physical Education
8. To routinely oversee the inspection of school building(s) for possible infractions of safety and health codes and report such violations to the pastor or his designate

9. To routinely oversee the custodial services and building maintenance which are the joint responsibility of the pastor and principal

III. Supervision

A. Archdiocesan Directives

1. To supervise and evaluate teachers according to the recommended procedures and policies set forth by the Office of Catholic Education in the evaluative process
2. To ensure implementation of curriculum directives and guidelines of the Office of Catholic Education and to apprise the faculty of new curriculum developments
3. To ensure that only approved textbooks and materials are used as established by the Office of Catholic Education and the Office of Catechetical Formation
4. To update textbooks and materials
5. To oversee the annual ordering of textbooks and materials according to the guidelines established by state government funding process

B. Personnel

1. To develop a faculty handbook, with periodic revisions, in conjunction with an advisory group and to provide a professional library
2. To involve the faculty in planning the general school program
3. To stimulate a professional attitude within the faculty and to strive to improve the quality of instruction
4. To review and sign lesson plans weekly and to oversee the proper use of approved programs used in the school

5. To routinely review roll books, mark books, student assessments, and report cards

C. Students

1. To support the appropriate learning environment which addresses the students' learning styles, curriculum modifications, and special students' services
2. To nurture a school environment that promotes in the student the concepts of self-esteem, self-discipline, responsibility, independence, and service to others

To ensure parents' understanding of school policies through parent and student handbooks and to provide opportunities for communication between parents and teachers regarding student needs and achievements

P/P **Vice-Principal**
Parish Elementary Schools
Archdiocese of Philadelphia

Policy No.: **ESO 101**
Date: **September 2009**
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The vice-principal shares with the principal the responsibilities of administration and supervision of the school personnel and the total school program. The vice-principal is directly accountable to the pastor and principal. It is the recommendation of the Office of Catholic Education that a pastor investigate the feasibility of hiring a vice-principal when the student enrollment (surpasses 500) and/or the expanded curriculum programs require the hiring and supervision of added professional personnel. Since each local parish school is unique, it is imperative that the principal and vice-principal review their job descriptions pertinent to the needs of the total educational program. However, this delineation should not hamper both administrators from addressing the continuity of instruction for students, supervision of faculty and staff, and communication with parents. Once the pastor approves the delineation of the principal and vice-principal's job descriptions, they are disseminated to the faculty, staff, and parents. The following are suggestions of the responsibilities of a vice-principal but are not necessarily limited to them. Other duties and responsibilities may be appropriately assigned to the vice-principal in accordance with the specific needs of a local school.

Specific Duties of the Vice-Principal

- I. Professional Personnel Responsibilities
 - A. To assist the principal in interviewing and/or placement of new teachers
 - B. To assist the principal in supervision and evaluation of teachers
 - C. To assume the responsibility for new teacher orientation and in-service
 - D. To coordinate maintenance of professional record cards and religious education certificates
 - E. To record absences and lateness of staff, and assign substitute personnel
 - F. To supervise and monitor all volunteer personnel and teacher aides
- II Academic Responsibilities
 - A. To assist in the growth and development of the faith community throughout the entire school program

- B. To assist the principal in planning the agenda for in-service programs and faculty meetings
- C. To coordinate Archdiocesan testing programs and all activities relative to the program
- D. To review and sign lesson plans weekly
- E. To assist curriculum subject coordinators as needed
- F. To assist teachers in submitting recommendations for children needing special services such as reading, mathematics, and counseling
- G. To assist principal in coordinating the religious education program
- H. To assist at parent-teacher conferences as needed
- I. Serves as resource person for teachers in curriculum planning and teacher development

III. Administrative Responsibilities

- A. To assist in the development and maintenance of faculty and student handbooks
- B. To assist principal in developing newsletters, recruitment, and other public relations activities
- C. To assist in the development and implementation of the school's discipline policies
- D. To assist principal in reviewing student disciplinary suspensions and dismissal
- E. To attend district meetings, Archdiocesan Administrators in-service, and other appropriate professional meetings
- F. To coordinate maintenance and updating of student records

P/P **Related Supervisory Roles**

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Teachers Refer to Section 200
Teacher Personnel

Substitute Teachers Refer to Section 207
Teacher Personnel

Curriculum Coordinators Refer to Section 604
Curriculum, Instruction, and Assessment

Librarian Refer to Section 607
Library

Substitute Teachers Refer to Section 207
Teacher Personnel

Teacher aides are a valuable asset to a school program. By soliciting volunteer and/or paid aides to help with clerical and non-instructional tasks, the time and talent of the teachers can be utilized more fully in the professional aspects of the school curriculum. All teacher aides are to be inserviced by the administration as to their specific job descriptions, duties, and responsibilities. The teacher aides work under the direct supervision of a professional teacher with the approval of the administration. Respect for each student as well as a strong sense of confidentiality around the progress of each student are key characteristics of anyone serving in the capacity of teacher aide.

Personal qualities, such as regular attendance, high moral character, and good work habits are essential. An individual should like working with children and should relate well with people. In respecting the rights of children and their parents, confidentiality is essential on the part of any teacher aides. Teacher aides are expected to comply with state guidelines in providing Pennsylvania State Police Clearance and Department of Public Welfare Child Abuse Clearance and the FBI fingerprint check if applicable.

Responsibilities of the Teacher Aide

Direct Student Contact

Supervising independent and follow-up activities

Working with individual children and small groups for review and reinforcement

Supervising movement of small groups of children to library, learning centers, lavatory, etc.

Aiding in the operation of the learning centers

Assisting in supervising lunchroom and yard

Assisting in field trips

II Clerical Assistance

A. Checking worksheets and workbooks

B. Preparing materials for classroom activities

C. Any additional jobs requested by the teacher or administration

Volunteers are a valuable asset of a school program. By soliciting volunteers to help with clerical and non-instructional tasks, the time and talent of the teachers can be utilized more fully in the professional aspects of the school curriculum. Volunteers work under the supervision of a professional teacher with the approval of the administration.

A volunteer should enjoy working with children and relate well with people. In respecting the rights of children and their parents, confidentiality is essential on the part of any volunteer. The responsibilities and duties of volunteers vary. However, it is the responsibility of administration to apprise all volunteers of their specific duties and responsibilities. If necessary, training should be provided if appropriate to the specific duty. For example: First Aide, CPR, etc.

Pennsylvania law requires that all prospective employees of schools who will have direct contact with children comply with state police background check, Department of Public Welfare Child Abuse Clearance, and FBI fingerprint check . Volunteers are not employees of the parish. The law does not require such clearances for volunteers. However, in the interest of students' welfare and safety, the Archdiocese requires that all volunteers who have "direct contact" with children comply with the Pennsylvania law for employees of schools and submit the required clearances to the school administration. The administration is to keep such documents on file as they would for school employees.

Regulations promulgated pursuant to Act 34 define "direct contact with children" as follows:

"Possibility of care, supervision, guidance or control of children by a paid employee or contractor of, or an employee of a person under contract with a school entity and routine interaction with children by a paid employee of a school entity or a person under contract with a school entity."

Refer to:

Children and Youth Protection Policies and Procedures

June 2003

www.archdiocese-phl.org

Standards for Ministerial Code of Conduct

Archdiocese of Philadelphia

Safe Environment Office

P/P **Custodians**
Maintenance Personnel
School Secretary

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Custodians, maintenance personnel, and the school secretary are under the supervision of the pastor or his designate and the administrator of the school. A job description should be developed around the local needs of the parish school and the employee should be aware of job expectations and parameters for his/her position. Each employee should receive an annual review with input from the pastor and administrator.

Type of Records

Length of Time Maintained

Teacher Records:

Teacher Files

If teacher transfers to another parish or regional elementary school within the Archdiocese, the file is transferred to the new parish or regional elementary school. If the teacher transfers to a school outside the Archdiocese, the teacher's file is kept at the local school for seven years. If the school closes, current teacher files not employed at another parish or regional elementary school should be sent to the Office of Catholic Education. Here they will be retained for a period of three years and then destroyed.

Teacher Plan Books

One year

Teacher Mark Books

Length of student's enrollment

Student Records:

Student Permanent Record

If student transfers to another parish or regional elementary school within the Archdiocese, the student's permanent record is forwarded to the new parish elementary school. If the student transfers to a school outside the Archdiocese, the student's permanent record is kept for five years at the local school.

Student Health Records

Follows the student

Student Roll Slips

Bound at end of school year and kept permanently in the school; if the school closes, the bound roll books should be permanently stored in the rectory

Student Absentee Notes

Held for the current school year

ILA Portfolios

Follows the student

Student Textbook Loan

Nine years or length of student's enrollment

Acceptable User Policy

Length of student's enrollment

Photo and Media Interview
Field Trip Permission

Renewed annually
Normally held for current school year
In the event of an incident on the field trip, all permission slips for these trips should be held for seven years.

Standardized Testing Score Reports
(School Summary Report)

Length of time the class remains in the school

School Records

Archdiocesan Letters	One year
Archdiocesan Attendance Record	Two years
Average Daily Membership	Two years
End of Year Student Assessments in School Office	Seven years
Government Forms	Seven years
Minutes of Faculty Meetings	One year after the term of the former administrator
Middle States Self-Study & Report of Visiting Team	Permanently
Goal Reports from Office of Catholic Education Elementary Educational Services Visitation	Discard current copy once replaced by updated version