



Diocese of Santa Rosa Principal / School Administrator

The school principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe traditional Catholic learning environment that meets the approved Pre-school - 8th Grade curricula and mission of a parochial school. The school is an educational ministry of the Catholic church, as such the Principal works in partnership with and in service to the pastor and parish. The Catholic school Principal must be a knowledgeable and practicing Catholic with a thorough understanding of the commitment to the Catholic philosophy of education. Principals must demonstrate the capacity and openness to growth in order to effectively lead a Catholic elementary school in the areas of Faith, Excellence, and Stewardship of Finances and Resources.

Reporting to: Pastor or Priest

Status: Exempt, Certified Administrator Contract

Time Commitment: Full-time, hours based on needs of the schools

Supervisory: This position supervises faculty and staff of the school

Essential Functions

General Responsibilities:

- Works in partnership with the Pastor to serve the school and its parish;
- Meets regularly with the Pastor and communicates effectively matters of concern;
- Applies the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment;
- As part of the educational ministry of the Diocese of Santa Rosa, ensures school community participation in daily prayer and school liturgies;
- Integrates the parochial mission within the school community;
- Participates in ongoing training and maintains the appropriate Catechist Certification;
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities;
- Ensures faculty, staff, and volunteers are Safe Environment compliant in accordance with Diocesan policy;
- Adheres to and ensures others are adhering to Diocesan Code of Ethical Conduct;
- Exhibits flexibility in the day-to-day school environment;
- Communicates professionally and in a timely manner with pastor, faculty, staff, parents, and students;
- Creates a productive environment marked by harmony, good morale, good communication, and collaboration;
- Establishes and maintains positive relationships with stakeholders of the school community;
- Participates in ongoing evaluation for accreditation for the school;
- In collaboration with the Diocese of Santa Rosa, Department of Catholic Schools provide reports and paperwork to ensure compliance with Diocesan policies;
- Maintain an effective and sound relationship with the Diocese of Santa Rosa, Superintendent of Catholic Schools;

- Provide flexibility for the Elementary School by being available to teach classes when applicable;
- Communicates openly and regularly with the school and parish community; and
- Performs additional duties as assigned

Responsibilities as a Religious Leader:

- Ensures quality Catholic religious instruction of all students;
- Creates and maintains the Catholic Identity of the school through prayer, sacraments, symbols, traditions, and practices of Christian Service;
- Are persons of faith who model the teaching of the Catholic Church;
- Demonstrates and implements the Diocesan mission for Catholic Education; and
- Encourages, expects and records progress of Religious Certification for self and all teachers.

Responsibilities as an Instructional Leader:

- Shapes a culture in which high expectations are the norm for each teacher and student as evident in rigorous, standards based academic work;
- Develops, reviews, implements and fosters the Schoolwide Learning Expectations and the Mission of the school;
- Demonstrates knowledge of the standards-based curriculum and the ability to integrate and articulate programs throughout the grades;
- Demonstrates an understanding of a variety of educational and pedagogical skills;
- Guides and supports the long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students;
- Know the background, abilities and special needs of all students;
- Supervise and assist in determining special student needs for referral; coordinate the Student Study Team Process;
- Ensure the health and safety of all students;
- Direct and support teachers in establishing appropriate behavioral philosophy; and
- Direct and support teachers in coordinating student activities such as field trips, school programs, and school service programs.
- Utilizes multiple assessments to evaluate student learning in an ongoing process focused on improving the academic performance of each student; and
- Utilizes multiple data sources to inform curricular decisions and intervention programs.

Responsibilities as Administrator:

- Sustains a safe, efficient, clean, well maintained, and productive school environment that nurtures student learning;
- Aligns fiscal, human, and material resources to support the learning of all students;
- Understand and manage school finances, including budget development, ongoing oversight and projections, and tuition and fund-raising management;
- Hire and supervise faculty and staff in accordance with diocesan guidelines;
- Optimize and maintain student enrollment in order to ensure school sustainability;
- Continues to utilize effective marketing strategies to maximize exposure of school program;
- Evidences rapport and availability with pastor, staff, students and parents;
- Provides regular scheduled faculty and curriculum meetings;
- Works collaboratively to make decisions in a timely manner;
- Manages conflict effectively;
- Supervises and documents evaluations of personnel in a professional, thorough and consistent manner;
- Demonstrates skills in decision-making, problem solving, change management, planning, conflict management and evaluation;
- Attends and participates in Diocesan principal and committee meetings and ensures school participates in a variety of diocesan sponsored student events;
- Assures prompt submission of reports and information as required by the Diocesan Department of Catholic Schools;
- Prepares and submits the school budget in a timely manner to the Diocesan Department of Catholic Schools, as well as reviews monthly financial reports;

- Maintains up-to-date personnel files;
- Works with the Diocesan Department of Catholic Schools in order to create an effective talent and succession plan for all teachers;
- Ensure Diocesan Department of Catholic Schools are implemented and maintained; and
- Represents the school to the Diocese of Santa Rosa, accrediting agencies and associated shareholders.

Education and Experience

- Master’s degree and teaching credential preferred; or
- Bachelor’s degree and 5 years relevant experience; and
- At least 5 years of instructional experience.

Knowledge, Skills, and Abilities

- Practicing Catholic with knowledge and understanding of the Catholic Church;
- Ability to attain goals in service to the parochial mission;
- Confirms knowledge of the Church’s mission in the Diocese of Santa Rosa;
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by the school;
- Complies with all workplace policies contained in the Diocese of Santa Rosa Lay Employee Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy;
- Displays excellent written and verbal communication skills;
- Demonstrates proficiency in Microsoft Word, Excel, computerized software, and in technology usage and applications;
- Shows aptitude for effectively analyzing information;
- Quickly establishes rapport, relates to a variety of personalities and cultures, works independently, and maintains strict confidentiality and professional ethics; and
- Possesses professional temperament and appearance.

Essential Physical Functions

- Sitting at a desk for an extended period of time, squatting, and/or using a step ladder;
- Travel may be necessary for this position to meet specific goals;
- Using a mouse and keyboard for an extended period of time;
- Requires ability to sit up to 7 hours per day with intermittent occasional walking, standing, bending and squatting;
- Rarely may be required to lift up to 40 pounds to a height of 4 – 5 feet, or carry 40 pounds up to 20 feet; and
- Benefit eligible position: medical, dental, vision, life, wellness, and pension.

This job description is provided as a general summary of common duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and the Diocese of Santa Rosa, nor does it in any way alter the employment-at-will relationship that exists between employees and the Diocese of Santa Rosa. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

Pastor's Signature: _____

Review Date: _____

Employee's Signature: _____

Review Date: _____

(My signature above indicates that I have received a copy of this job description, the contents of which have been discussed with me by my supervisor or a Human Resources Department representative)

Human Resources Signature (if applicable): _____

Review Date: _____