



**Diocese of Providence  
Catholic School Office**

One Cathedral Square  
Providence, RI 02903

Tel: 401- 278-4550 • Fax: 278-4596

---

## **PRINCIPAL OF A CATHOLIC ELEMENTARY SCHOOL**

### **ROLE DESCRIPTION**

The principal serves as the chief educational leader of the school. The principal administers and supervises the school in conformity with diocesan and local school policies and represents the school to the parents and community. As the school's educational leader, the principal is responsible for the implementation of curriculum; hiring, placing and evaluating teachers; modeling and monitoring teacher professional growth; managing resources and administering operational procedures.

### **Domains of Leadership**

#### **A. Faith Leadership**

The principal understands and models the Catholic faith, in charity, and integrates the Gospel and the Catholic Church's teachings into their administration of the school and their relationships with the school community.

- Articulates and models active faith and morals
- Builds school faith community
- Leads the community in worship and prayer
- Encourages a faith filled Catholic culture and environment in the school
- Facilitates the faith formation of school personnel

#### **B. Mission Leadership**

The principal ensures the Gospel and Catholic teaching and values are infused into educational program. Inspires others to be life-long learners and leads educational community to excellence. Recruits, selects and supervises personnel in light of the mission.

- Ensures that Catholic teaching and religious values are infused through the educational program
- Ensures that the education of the whole child - - mental, physical, spiritual - - is the basis of the school program.
- Fosters a learning community that values life-long learning
- Inspires and leads the school community toward educational excellence
- Recruits, selects, supervises, and evaluates school personnel in light of mission of the school

- Demonstrates a clear knowledge of Policies and Procedures and creates and monitors a safe school environment
- Fosters a home to school partnership
- Utilizes the mission statement to guide, as well as drive, the school's effort towards academic excellence

### **C. Organizational Leadership**

The principal forms strong governance models with school board and Pastor. Initiates, monitors and evaluates strategic plan. The principal inspires all to embrace his/her vision for school. The principal is familiar with current trends in Catholic education.

- Understands site-based management with regards to Catholic schools (if applicable)
- Creates a financial plan that explores additional revenue sources
- Displays competence in developing the school's budget
- Fulfills diocesan requirements for school leadership
- Recruits, selects, supervises, and evaluates school personnel in light of the school's mission
- Works collaboratively with a board to provide and ensure the operational vitality of the school

### **D. Educational Leadership**

The principal takes responsibility for the development and oversight of personnel and ensures that appropriate professional development in 21st century best practices for teaching and learning are made available to faculty. In addition, the principal will provide supervision based on current methods and model effective PLC processes.

- Establishes high expectations for all teachers
- Requires effective goal-setting for teachers
- Ensures the development, implementation, and evaluation of curriculum, instruction, and assessment by aligning content standards, teaching, professional development, and assessment methods.
- Provides faculty access to research-based best practice instructional strategies, resources, training, and technical support
- Develops collaborative processes to analyze student data to monitor student progress and to make decisions about curriculum and instruction
- Encourages teachers to utilize highly effective teaching strategies, ability groupings, differentiated instruction and a variety of materials to foster student learning
- Demonstrates clear communication skills
- Fosters a professional learning community that values lifelong learning and involves families
- Ensures a learning environment where Catholic teaching and religious values are infused throughout a rigorous academic program

### **E. Community Leadership**

The principal advocates support of Catholic schools by entire Catholic community. The principal understands the importance of seeking public funding. Through visioning and modeling, the principal bridges relationships among the school, the community, and the public school district.

- Positively influences relationships between the school and its communities
- Uses public relations strategies to promote the school and its mission
- Collaborates with others who share in the mission of Catholic education
- Works with the local Catholic diocese, local public school district, other government agencies, and school parents to access available public funds
- Mobilizes the school community to seek additional public funding

#### **F. Strategic Leadership**

The principal is well versed in current trends and directions in Catholic education. The principal initiates, monitors and evaluates the strategic process. Promotes innovation, change, and collaboration in achieving the Catholic educational mission. Creates a development plan that explores additional sources of revenue (e.g., alumni giving, grants). Positions the school for the future through marketing and recruitment of students.

- Communicates current trends and directions in Catholic school education
- Inspires all toward a shared vision for the future
- Initiates, monitors, and evaluates the strategic planning process to fulfill the school's mission, actualize its vision, and position the school for the future (e.g., marketing, student recruitment)
- Promotes innovation, change, and collaboration in achieving the Catholic educational mission
- Creates a development plan that explores additional sources of revenue (e.g., alumni giving, grants)