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Originator: Padre Pio Academy.

## **Principal's Job Description**

JOB TITLE: Principal  
REPORTS TO: Board of Directors  
SUPERVISES: Students and all teachers of the school

### **NATURE AND SCOPE OF JOB:**

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 curricula and mission of the school.

Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of the school staff hired by the Board of Directors and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The school Principal shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, board policies and civil regulations.
3. Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals.
4. Supervise the instructional programs of the school, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
5. Establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations.

6. Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school. Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, attendance and discipline matters.
7. Establish a professional rapport with students and with staff that has their respect. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.
8. Notify immediately the Board, and appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances.
9. Keep the Board advised of employees not meeting their contractual agreement.
10. Research and collect data regarding the needs of students, and other pertinent information including the collection of detail regarding the sacraments students have received or are preparing for. Keep the Chaplain informed of this information.
11. Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings, as necessary, for the proper functioning of the school: weekly meetings for full-time staff; monthly staff meetings.
12. Establish and maintain an effective inventory system for all school supplies, materials and equipment.
13. Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature.
14. Assume responsibility for the health, safety, and welfare of students, employees and visitors.
15. Develop clearly understood procedures and provide regular drills for emergencies and disasters.
16. Maintain a master schedule to be posted for all teachers.
17. Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
18. Maintain visibility with students, teachers, parents and the Board.
19. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school. The Principal may not interfere with anyone's freedom to speak directly to the Chaplain.
20. Use effective presentation skills when addressing students, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
21. Use excellent written and oral English skills when communicating with students, parents and teachers.
22. Complete in a timely fashion all records and reports as requested by the Board. Maintain accurate attendance records.

23. Maintain and account for all student activity funds and money collected from students.
24. Communicate with the Board regularly about the needs, successes and general operation of the school.
25. Establish procedures for safe storing and integrity of all public and confidential school records. Ensure that student records are complete and current.
26. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
27. Organize and supervise procedures for identifying and addressing special needs of students including health-related concerns, and physical, emotional and spiritual needs (keeping the Chaplain informed of these).
28. Supervise the exclusion from school of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. Assure that excluded pupil's parents or guardian are apprised of the reasons for exclusion.
29. Maintain positive, cooperative and mutually supportive relationships with staff, parents and Chaplain.
30. Attend required committee meetings (e.g.: fund-raising, curriculum, etc.) and extra school sponsored functions and religious events e.g.: First Communion, Confirmation, Graduation, etc.).
31. Perform any duties that are within the scope of employment and certifications, as assigned by the Board and not otherwise prohibited by law or in conflict with contract.
32. Ensure that schedule allows for regular Mass and Confessions.
33. Oversee the development of Curriculum Committee and keep the Board apprised.
34. Provide quarterly student grade and behavior reports to parents. Post honor roll lists each quarter.
35. Work with the Chaplain to guide and instruct the teachers to provide the spiritual atmosphere inherent in a traditional Catholic educational environment.
36. Nurture both students and teachers to achieve their greatest potential academically, instructionally and spiritually.
37. Maintain in the school a spirit conducive to prayer and study.
38. Provide an atmosphere of piety, obedience and charity throughout the school day.
39. Ensure that students and teachers attend scheduled prayers and Mass throughout the school day.
40. Enforce uniform policy and appearance policy so as to assure a school environment that is focused on group spiritual and academic achievement rather than on individuals.
41. Provide and supervise a safe recreation and play period for the students.