

Job Description

Location: St. Bernadette Campus

Service: Educational Services

Department: Administration

Title: Principal (Elementary)

Job Summary:

Responsible for administering and providing leadership for a quality Catholic educational program and personnel involved.

Responsible To: President

Hours/Position: Full-time, exempt

Duties/Responsibilities:

Spiritual

1. Nourishes a personal spiritual life by developing a personal prayer life in order to model a Catholic Christian life-style for staff and students. Attends yearly retreats and/or days of reflection.
2. Promotes a Christian atmosphere in the campus by providing leadership in the appreciation of life and the celebration of liturgies. Promotes opportunities for the spiritual development of staff and students. Fosters the Christian values of justice, peace and service.

Administration

3. In accordance with the guidelines developed by the President, administers the ACES Xavier Educational System's educational program's philosophy, goals, objectives and strategies for staff and students.
4. Organizes and directs school personnel including teachers, support staff, volunteers, and community resource personnel. Assists in recruitment and facilitates performance evaluations. Facilitates staff development and recommends promotions or terminations.
5. Oversees the budget, keeps records and schedules activities at the campus.
6. Ensures that the System's strategic plan goals and objectives are achieved.

7. Oversees the building and equipment and is knowledgeable of and in compliance with federal, state, and diocesan regulations concerning safety and hazardous materials. Reviews facilities and plans for long range improvements.

Curriculum

8. Plans, develops and promotes quality Catholic elementary school education by initiating and overseeing prayer, liturgy, and service dimensions. Assists staff in scheduling professional staff development opportunities in areas of methodology, theology, community, and academics.
9. Evaluates programs, assesses pupil progress, and identifies program needs.

Leadership

10. Promotes and maintains strong Catholic educational leadership by serving as a member of the President's Administrative Team. Serves as a resource person to school organizations, diocesan committees and civic groups. Provides opportunities for ministry, dialogue, and communications with school and parish community. Participates as a member of the pastoral team where applicable.

Interpersonal Relationships

11. Works cooperatively with the administration. Accepts direction and supervision in a professional manner. Implements administrative suggestions for improvement. Informs administration of matters pertaining to campus activities, needs of students, parent communication, and extra-curricular activities. Addresses disagreements with administration professionally.
12. Works effectively with all staff members. Shows respect for the unique contribution of other staff members. Shows willingness to share expertise with colleagues and communicates openly with them. Utilizes support staff appropriately. Contributes to positive staff morale. Takes an active and constructive role in meetings and in-service programs.
13. Promotes positive relationships with students. Interacts with students in a mutually respectful, friendly, and just manner. Helps students develop a positive self concept. Is reasonably available to students. Promotes an open atmosphere, enabling students to express their opinions. Encourages the development of responsibility and leadership.
14. Maintains positive relationship with parents. Values the primary educational role of parents. Communicates regularly with parents. Keeps parents informed regarding campus activities. Encourages parent participation in the life of the school.

Professional Development

15. Promotes personal and professional competency for self and staff by requiring state license and religious certification, attendance at Diocesan in-services and conventions and professional reading.
16. Encourages community involvement and opportunities for holistic enrichment. Participates in academic courses, workshops, and professional organizations including

the Diocesan Association of School Administrators (DASA) and the National Catholic Educational Association (NCEA).

17. Provides local in-services which meet the professional development needs of the staff.

Student Enrichment

18. Promotes a Catholic environment where pupils experience the Gospel message by administering on-going assessment of the religious, academic, social, physical and emotional growth of students.

19. Assesses student needs and communicate progress to parents/guardians. Discipline with justice, consistency and charity utilizing available counseling and guidance services.

Public Relations

20. Establishes the public relations/communications within campus, parish, and civic community through bulletins, conferences and faculty meetings.

21. Schedules school events so as to avoid conflict with local calendars.

22. Promotes and supports all system activities in actions and words.

General Responsibilities

23. Performs duties and responsibilities that assist the general ministry of the System and as assigned by the Director of Educational Services and the president.

24. Keep current with facility security policies and procedures.

25. Participates with other staff in promoting good teamwork.

26. Recommends measures to improve methods, performance and quality of product or service, and suggest changes in working conditions to increase efficiency.

27. All personnel, regardless of position, must understand and support the philosophy and mission of the ACES Xavier Educational System. In addition employees must follow the Green Bay Diocesan Code of Personal and Ethical Conduct which includes but is not limited to maintaining the highest standards of personal and professional conduct in conformity with the Gospel and the teachings of the Roman Catholic Church.

* This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

Qualifications:

Master's degree in education or a related field with specialization on program planning and evaluation

A minimum of 4-5 years experience as a school principal

Experience in curriculum development and assessment
Supervisory experience in a school setting
Experience in dealing with situations relative to pre-school to grade 5 physical, social and temperamental issues.
Good written and verbal communication skills
Technical reading and writing skills
Word processing and database experience
Experience in preparing and presenting training and seminars to other educators.
Knowledge of research practices including research designs, statistics and protocols.
Ability to communicate with and serve all levels of management
Must have excellent organizational skills, be able to coordinate and manage multiple priorities and responsibilities
Must be efficient, reliable and adaptable to change while maintaining high productivity levels under stressful deadlines

Essential Job Requirements:

Work is sedentary in nature requiring limited moving of up to 50 lbs maximum (i.e., files, mail, etc.).
Ability to remain stationary up to 6-8 hours per day.
Ability to be mobile up to 1-4 hours per day.
Valid driver's license.
Ability to perform simple grasping, pushing, and pulling (i.e. filing, file drawers).
Ability to answer phones and communicate with visitors in a professional manner.
Occasional stooping, bending, reaching and squatting to retrieve files.
Good visual acuity to view computer screen and paperwork.

Employee Signature

Date