

Principal

Bishop Neumann



Reports to: CAO

Date: February 2023

JOB SUMMARY:

- The Principal fulfills the mission of the Catholic school by serving as the spiritual, educational, and managerial leader of the school, faculty, staff, and students. The principal implements the mission and vision of the school with major emphasis on curriculum and instruction, as well as student discipline. They are responsible for the professional effectiveness of the staff, the educational progress of the students, as well as the relationship within the entire school community. This position reports to the Chief Administrative Officer.

DUTIES AND RESPONSIBILITIES:

ADMINISTRATION

- Serves as a member of the Administrative Team
 - They collaborate together to recommend policy changes and oversees school issues in light of the mission, vision, and values.
- Organizes professional development of faculty & staff including faculty in-service, meetings, and workshops.
- Evaluates assigned personnel annually.
- Responsible for the academic areas within the school.
 - Responsible for the admission of new students to the school; and in conjunction with the guidance counselor, supervises the re-admittance of the current enrollees.
 - Implements policies, procedures and processes for the student body.
 - Supervises student orientation, assembly, programs, etc.
 - Authorizes all special changes in the day's schedule.
- Serves as a member of the Advancement Committee for the ongoing growth of the school.
- Primary point of contact for all school issues.
- Coordinates all federal initiatives as they pertain to the Catholic School.
- Completes reports for the diocese and the state.
- Assumes responsibility of the CAO in their absence.

DISCIPLINE

- Maintains decorum during the school day through the appropriate and consistent application of discipline relative to student behavior, especially as outlined in the student handbook;
 - Maintains the faculty and student handbooks.
- Assists students in modifying inappropriate behaviors and supports teachers in handling these situations.
- Responsible for decisions regarding student absences.
 - Liaisons with parents and state truancy personnel to assist students with attendance issues.
- Builds positive relationships with students throughout the year.
- Directs security of the building including school fire & safety regulations.

STAFFING

- Participates in the process for hiring, evaluation, and reduction of staff in keeping with national and local laws as well as diocesan guidelines.
- Performs the annual performance evaluation of faculty and staff.
- Supervises teacher certification and college credit for advancement on the salary schedule.
- Communicates with colleges and universities concerning student teachers.

PLANNING

- Chairs the safety committee.
- Sits on the School Advisory Board.

- Creates the master schedule with the school counselor.
 - Responsible for assigning students and teachers to classes and to supervisory areas.
 - Responsible for development of course requirements for students and for their credit/no credit evaluation
- Organizes the supervision of students at school activities and events.
- Prepares and publishes the annual school calendar.
- Maintains contact with the elementary Catholic school principals.
- Aligns local curricula with Diocesan Curricula and State Standards.
- Direct the School Improvement Process & Accreditation Process.

KNOWLEDGE, SKILLS AND ABILITIES:

MANAGEMENT

- Strong organizational skills are essential for effective leadership of faculty, staff, and communication with parents and the general public.
- Ability to motivate people and a love of working with youth is essential in order to form the student body according to the stated mission, vision and values.
- Have excellent integrity and demonstrate good moral character and initiative.
- Understanding of effective discipline strategies and motivation, curriculum development and evaluation, effective instructional strategies, classroom management, and research related to learning.

COMMUNICATION

- Familiarity with Email, Calendar, Database, and Spreadsheet software.
- Interpersonal, written/verbal communication and presentation skills.
- Good technology skills including software management pertaining to scheduling, security, organization, projects, and communication.

LEADERSHIP

- Exhibits a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
- Conducts meetings, ceremonies, public presentations, and be an ambassador on behalf of the school.
- Maintains a personal and professional demeanor in all that pertains to a positive Catholic learning environment, including, but not limited to: proper dress code for staff, conversations with students and parents, modesty, as well as behavior both in and out of the school environment.

CREDENTIALS AND EXPERIENCE

- Masters in Educational Administration (7-12 preferred)
- The incumbent should hold an administrative certificate in Nebraska. Prior administrative experience is not necessary, but should have a minimum of five (5) years of experience in teaching and/or administration.
- The incumbent shall be a spiritually-motivated, practicing Roman Catholic with excellent communication skills, a future-oriented academic vision, knowledge of current educational methods, an understanding of a multicultural environment, and proven leadership skills.
- The incumbent must possess a valid driver's license in order to attend meetings and conferences as appropriate.

TYPICAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Must be able to stoop, sit, stand, push, pull, and stretch consistent with an office environment.
- Must be able to drive to various locations as required.
- Must be able to use standard office equipment such as computer, telephone, fax machine etc. in conjunction with administrative duties.
- Must be able to monitor students in a variety of locations including those with noise, activity, and inclement weather.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.