

# ST. MARY CATHOLIC SCHOOL

## Position Description

**Position:** School Principal-Minister  
Reports to: Pastor/Local Superintendent  
Effective date: July 1, 2021

FLSA: Exempt

**General Summary:** To provide educational leadership on the local level to enable the school to realize the threefold purpose of Catholic Education-to teach the message revealed by God which the Church proclaims, to build community in the life of the Holy Spirit, and to serve the human community.

### **Essential Duties and Responsibilities:**

#### *Educational Responsibilities*

- Organizes administers and evaluates instructional programs through collaboration with Teacher-Ministers in the implementation of the diocesan course of study.
- Determines effective instructional strategies with the collaboration of Teacher-Ministers in accordance with the Ohio Department of Education and the mission and vision of the Diocese of Toledo.
- Develops and implements a comprehensive school wide strategy to prepare students to successfully achieve adequate yearly progress.
- Evaluates the success of evidence-based and experiential learning goals and adjusts these programs as necessary.
- Creates school professional development goals to support ultimate mastery of federal, local, and state standards and benchmarks.
- Commits to a personalized approach that recognizes the needs of all learners and meets these needs with appropriate support.
- Implements diocesan policy regarding the renewal and termination of contracts, employee benefits, and absences.
- Establishes and monitors adequate procedures for evaluating and reporting pupil progress to parents.
- Promotes and maintains throughout the school a spirit of discipline that is wholesome and reasonable.
- Other duties as assigned by the Pastor.

### *Administrative Responsibilities*

- Supports and evaluates the performance of staff and academic personnel through informal and formal observations, one-on-one conferences, and written feedback.
- Maintains essential records on staff, students, and programs; maintains all necessary documentation to support the accreditation of the school. Collects, maintains, and disseminates pupil records according to diocesan school policies.
- Ensures compliance with the policies, procedures, and guidelines of the Protected Self Insurance Program of the Diocese of Toledo.
- Assists in the recruiting, hiring and dismissing employees with the guidance of the diocesan Human Resource Department; maintains an adequate level of knowledge on current employment laws.
- Drafts handbook and other relevant communication vehicles for school personnel, parents, students and community members on an ongoing basis; formulates and enforces appropriate local regulations that are in harmony with diocesan policy
- Ensures the safety of all students and staff through effective management of school operations.
- Plans and coordinates the school public relations.
- Establishes and supports a formal PTA/PTO program.
- Plans and regulates certain public activities involving staff, students or the school with other organizations and school systems.
- Maintains effective relationships among students, teachers, other staff members, pastor, superintendent, and parish.
- Prepares accurate and thorough reports required by the superintendent and/or pastor.
- Confers regularly with the pastor and keep him apprised about the progress of the school.
- Oversees the implementation of a family recruitment and orientation strategy.
- Observes all regulations pertaining to school attendance.
- Provides for adequate supervision of pupils on the school premises and during school sponsored activities.
- Coordinates outreach to area early childhood programs, elementary schools, and the community to develop effective student recruitment practices.

### *Fiscal Responsibilities*

- Develops an annual budget in cooperation with the superintendent and/or pastor that accommodates the needs of all financial aspects of the school program; furnishes data and makes recommendations in preparation for the annual budget.
- Assures that sound financial management is practiced by the school. This includes development and monitoring of budgets; assurance of timely and accurate reporting to parishioners, the diocese and various government agencies; assurance of proper deposit, disbursement, and accounting for all school community-related funds; and oversight of all major fundraising activities.
- Seeks approval from the pastor in concert with the policies, procedures, and guidelines set forth by the diocese regarding financial and temporal transactions; ensures compliance with the diocesan Temporal Goods Policies.
- Reviews budget and financial reports in conjunction the pastor, business manager, bookkeeper, and finance council.
- Complies with directives and guidelines relating to insurance and benefit programs.

### *Religious Responsibilities*

- Works with the Pastor on matters pertaining to the religious education of children, including courses of study, religious practices, liturgical functions, parent-education programs and to ensure that the school is a vital part of the parish community.
- Acts as a role model for teachers and students by participating in full communion with church.
- Remains apprised on current catechetical techniques to assist students and faculty in fully understanding and living the role as active Catholics.
- Models to the parents and the community at large the philosophy, the policies and regulations, and the religious and educational programs of the school.
- Develops goals for the implementation of an overall catechetical plan for the school, and periodically evaluates progress towards the goals.

### **Knowledge, Skills, and Abilities Required**

- Master of education degree in administration or a related field. A minimum of 5 years as a Teacher-Minister in Catholic School.
- Have or be in the process of obtaining an Ohio Administrative Certificate.
- Have or be in the process of obtaining an Ohio Principals Licensure.
- Requires a high level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Must have the ability to develop and maintain positive relationships with employees, parents, and students at all levels. Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others.

- Exercises considerable independence and judgment with a high level of confidentiality.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Strong interpersonal, written, and verbal communication skills, including ability to produce clear, concise reports and recommendations and make presentations to varied groups.
- Catholic School Orientation Program completed or have it completed within the first quarter of employment. Working towards basic religion certification.
- Must be practicing Catholic in full communion with the Church.
- Must successfully pass the required background check and all requirements of the Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position may require some evening and weekend hours.