

# Job Posting for Principal at St. Patrick School

Principal

Reports to: Pastor

## Summary

The principal fulfills the mission of the Catholic school by serving as the spiritual, educational, and managerial leader of the school. The principal is charged with the implementation of the Parish mission and objectives, building Catholic culture, and establishing an environment where faith can be developed. The principal is responsible for the professional effectiveness of the staff, the educational progress of the students (both religious and secular), as well as the relationship within the entire school community. The principal will adhere to all diocesan guidelines and policies in the management of the school.

## Essential Duties & Responsibilities

### *Providing Catholic Education Leadership*

1. Supports and upholds the philosophy of Catholic education and the mission of the school
2. Acts as a witness to the Gospel values by modeling the teachings of the Catholic Church
3. Promotes Catholic identity within the school through liturgical celebrations, faith development, integration of Gospel values, and the practice of Christian service
4. Provides opportunities and encouragement to the staff for the deepening of their spirituality.
5. Creates an atmosphere and provides experiences for the students to deepen their personal love of the Lord and others.
6. Supports and adheres to the teachings of the Catholic Church, Code of Conduct, and policies and procedures of the Diocese.

### *Administration*

1. Personnel Management:
  - a. Acts as coordinator of teachers and students. Oversees the efficient and effective day-to-day administration and management of the whole school.
  - b. Organize and coordinate the various activities, and the efforts of all School personnel: administrative, instructional, and custodial.

- c. In consultation with the Pastor, the principal hires, supervises, evaluates, and terminates all faculty and staff according to diocesan guidelines.
- d. Oversees ongoing orientation and staff development in both educational and faith development of faculty and staff.
- e. Conducts staff meetings regularly.
- f. Assigns duties to teachers and paraprofessionals on the school staff.
- g. Delegates administrative duties appropriately.
- h. Acquires substitute teachers.
- i. Manage emergencies and school crises.

## 2. Education Management

- a. Ensures the implementation of a comprehensive curriculum through the use of a variety of pedagogical strategies.
- b. Supervises instruction and evaluates the overall effectiveness of the academic program.
- c. Furnishes adequate instructional materials and supplies for effective teaching and learning.
- d. Identifies and effects needed change for school improvement.
- e. Ensures re-evaluation of texts, audio-visuals, and other instructional materials.
- f. Administers, supervises, and coordinates all educational activities in the school.

## 3. Office Management

- a. Know and implement policies and procedures of the Diocese of Springfield in Illinois as well as relevant federal and state education guidelines.
- b. Manage school budget, supervise all expenditures, and oversees the federal lunch/breakfast reports.
- c. Formulate annual goals, objectives, and strategic plans in collaboration with the Pastor.
- d. Establish policies and guidelines in collaboration with the Pastor.
- e. Review and update all School policies and procedures.
- f. Ensure the effective implementation and adherence to all approved School policies and procedures
- g. Formulate and maintain a Staff and/or Student Handbook to reflect accepted practices.
- h. Ensure that all staff members are aware of and adhere to the School's and Diocesan policies and procedures.

- i. Implement all regulations especially those pertaining to health, safety, and emergency procedures for faculty, staff, and students.
- j. Develops school calendar within the framework of the diocesan and public-school calendar.
- k. Keeps on file an updated inventory of the equipment in the school.
- l. Maintain essential records on staff, students, and programs.

### *Relationships*

- 5. Actively promote and communicate the school's vision within the parish and the wider community.
- 6. Meet regularly with School Advisory Board.
  - a. Provides information for the local board to help them perform their duty in a knowledgeable manner.
- 7. Promotes activities that involve parental attendance and participation and builds rapport with parents.
- 8. Interact with staff, students, parents, and volunteers on a regular basis. Be available for consultation.
  - a. Mediates differences caused by lack of understanding between parents and teachers.
  - b. Keeps informed to help parents find the appropriate service for their child (counseling, health care, family services, etc.).
- 9. Represent the school community at events and activities. Serves as the primary spokesperson for the school.
- 10. Maintains a good rapport with the local Catholic school and public school administration.
- 11. Assist in fund-raising efforts by articulating the mission of the school and the value of the goals for which funds are being raised.
- 12. Attends professional meetings as required.

### Required Education and/or Experience

Master's Degree in Administration required with 3-5 years relevant experience or be working towards said requirement.

## Required Skills, Knowledge and Characteristics

- Practicing Catholic in full communion with the teachings of the Church. Witness of the Good News of Christ.
- Knowledge of teachings of the Catholic Church as well as instructional methods/strategies and curriculum differentiation.
- Knowledge of effective assessment methods.
- Excellent oral and written communication skills.
- Ability to interact with people of diverse backgrounds and cultures.
- Able to work independently and self-motivated
- Skilled in organization
- Familiar with appropriate technology systems
- Critical thinker
- High degree of confidentiality.
- Able to supervise and handle conflict.
- Demonstrates professionalism in conduct, demeanor, and work habits.
- Strategic Planning

Job Type: Full-time, Contract

Pay: \$50,000.00 - \$70,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Tuition reimbursement
- Vision insurance

Schedule:

- 8-hour shift

Send resume, cover letter, and any references to Nicholas Blackburn,  
blackburnn@ssjpparish.com or at:

St. Patrick School  
Attn: Nicholas Blackburn  
412 N Jackson St.  
Decatur, IL, 62523

Application deadline is Friday, March 17, 2023