

DIOCESE OF LA CROSSE
Job Description

PRINCIPAL WITHIN A UNIFIED SYSTEM

QUALIFICATIONS:

- Approved by the Diocesan Bishop and the Superintendent of Catholic Schools
- Approved by the President and Dean
- A practicing Catholic
- A demonstrated commitment to Catholic schools
- Master's degree with courses in school administration
- Certified or certifiable in administration by the State of Wisconsin
- At least three years of successful teaching in Catholic schools or similar experience
- Working knowledge of current Church documents related to Catholic schools

RESPONSIBLE TO:

President and Dean

RESPONSIBILITIES:

- I. Catholic Identity
 - A. Responsible for promoting Catholic identity and values within his or her building.
 - B. Encourages the development of a faith community within the school.
 - C. Keeps current with Church teachings.
 - D. Maintains religious certification according to diocesan policies.
 - E. Monitors faculty compliance with diocesan religious-certification requirements.

- II. Personnel
 - A. Recruits, interviews and recommends for hiring to the President all professional and support staff, full- and part-time.
 1. Assigns teachers and support staff based on job descriptions.
 2. Orients staff on an annual basis.
 3. Gives special orientation to new staff members.
 4. Hires substitute teachers from a list approved by the President.
 5. Keeps personnel records accurate and up-to-date.
 - B. Implements the diocesan supervision and evaluation procedure for all teachers, both full- and part-time. Uses a system-approved procedure for the supervision of support staff.
 - C. Provides for the professional growth and development of the staff.
 1. Schedules and conducts regular faculty meetings.
 2. Provides in-service opportunities in cooperation with other administrators in faith development, academics and school programs.
 3. With other administrators; develops, updates and promulgates a system handbook for staff.

- III. Instructional Program
 - A. Develops with the administrative team the philosophy and mission for the system, which is submitted to the President for approval.
 - B. Works on the development of a unified curriculum for the entire system.
 - C. Provides for the continuous monitoring of school programs.

- D. Reviews and studies the results of the testing programs providing input as to the test results' impact upon the school programs.

IV. Students

- A. Promotes a safe Catholic environment where students experience the Gospel message.
- B. Provides for an assessment of religious, academic, cultural, social, physical and emotional growth of the students.
 - 1. Provides effective communication regarding pupil progress and needs.
 - 2. Provides guidance and discipline services.
 - 3. Maintains accurate school records.
 - 4. With other administrators: develop, update and annually promulgate a system handbook for students and parents.

V. Management

- A. Gives input on the budget to the President.
- B. Monitors budgetary allocations and gives regular reports to the President.
- C. Maintains an inventory of all equipment, supplies and materials.
 - 1. With the approval of the President, purchases equipment and materials needed.
 - 2. Maintains and provides for adequate storage.
- D. Operates the school plant in accordance with federal and state law, fire regulations and local building code.
 - 1. Recommends necessary modifications of building to President.
 - 2. Supervises and directs custodial and maintenance service.
 - 3. Assures a high standard of cleanliness, lighting and heating for safety and comfort with the school.
- E. Supervises the activities of school personnel under his or her direct command.
 - 1. Monitors staff compliance with the USCCB *Charter for the Protection of Children and Young People* as defined in the Diocese of La Crosse Safe Environment Program.
 - 2. Recruits, and recommends for hire to the President, auxiliary personnel needed.
 - 3. Oversees the completion of any federal, state or diocesan forms as requested by the President.
 - 4. Prepares the schedules for his or her building in cooperation with the other administrators.
- F. Carries out all diocesan policies as well as local policies.

VI. Professional Development

- A. Keeps active in relevant professional organizations (e.g., NCEA, WCRIS).
- B. Maintains administrator's license.
- C. Seeks continuously to improve professional performance.
- D. Seeks information regarding developments in administration and educational innovations.
- E. Keeps updated on federal, state and local laws, regulations and programs as applicable to Catholic schools.

Principal

Date

Dean or President

Date