

# Diocese of Sioux City Catholic Schools

## Position Description

**Job Title:** Principal

**FLSA Status:** Exempt

**Department:** Administration

**Hrs/Week:** 40+ Hrs / week

**Reports To:** School Board and Diocesan Superintendent

**Primary Purpose** – To provide spiritual and academic leadership for a Catholic school and create a common spiritual and academic vision for the school.

### **Essential Functions:**

1. Assist in creating, promoting and leading a Catholic Faith Community.
2. Promote the success of all students by:
  - A. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. (Shared Vision)
  - B. Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development. (Culture of Learning)
  - C. Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment. (Management)
  - D. Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources. (Family and Community)
  - E. Acting with integrity, fairness and in an ethical manner. (Ethics)
  - F. Understanding the profile of the community and responding to and influencing the larger political, social, economic, legal and cultural context. (Societal Context)
3. Supervise the implementation of established curriculum, evaluate lesson plans and observe classrooms to assure instruction and materials are consistent with goals and provide for student achievement.
4. Recruit, interview and hire teachers and staff according to classroom needs and anticipated enrollment. Evaluate teachers and staff according to established schedules and protocols; assure evaluations are conducted in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with Diocesan policy and contractual requirements.
5. In collaboration with the bookkeeper and/or business manager, develop an annual budget for the school, including day-to-day operations, capital improvements and potential fundraising activities. Oversee adherence to established budget and monitor all expenditures. In conjunction with the School Board, establish a tuition schedule and communicate schedule to parents.
6. Assure implementation of Diocesan and local board policy, including adherence with Safe Environment Policies as established by the Diocese and USCCB.

7. Assist with other projects and responsibilities as assigned by the Superintendent and/or local Board of Education.

**Collaborative Relationships:** Interacts extensively with the following:

- Local Pastor and Parish Finance Council
- School Board members
- Superintendent of Diocesan Schools
- Parent Organizations

**Supervisory Relationships:**

The principal is responsible for the assignment of work and delegation of responsibilities to faculty and staff. Authorized to interview, hire and fire employees; establish standards and evaluate employee performance; and initiate disciplinary procedures.

**Knowledge, Skills, Experience Required or Preferred:**

- Must be a practicing Catholic in good standing with the Church
- Master's degree in educational leadership required.
- Possess, or have ability to obtain, an Iowa principal's license for the appropriate grade levels
- Experience working with communication/marketing techniques and experience in enrollment management tactics and programs preferred.
- Understanding of basic finance and accounting reports required; knowledge of concepts of private school funding preferred.
- Strong organizational and communication skills required, including the ability to coordinate and present at public meetings and events
- Ability to collaborate with a wide range of people on events and programs required

**Physical and Cognitive Requirements:**

Active work: the physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. While performing this job the staff member must be able to:

- Sit, stand and walk for required periods of time within the classroom and school
- Speak and communicate effectively both verbally and in writing using proper grammar and vocabulary
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls; some light lifting may be required

Duties may require travel and attendance at evening and/or weekend meetings.

Although work is performed primarily under inside environmental conditions, the required travel may result in temporary exposure to outside environmental conditions. Regular driving and valid driver's license are required. Duties require a wide range of intellectual and practical problem-solving skills and comprehension of complex concepts.