



## Principal

Reports to: The President

Direct Reports:

- Dean of Student Life
- Director of Counseling
- Director of College Counseling
- Director of the Academic Service Center
- Academic Departments & Department Chairs

### **Job purpose / summary**

As a member of the President's Administrative Council, the Principal is responsible for the daily academic life of the Diocesan school. In partnership with the President and Chaplain, the Principal fosters an environment focused on our Catholic Identity, that brings to life our school community through academics, athletics, arts, community service and student leadership opportunities. The Principal fosters relationships with all community members in pursuit of fulfilling the school's mission. Through collaboration, the Principal works with faculty members to establish a professional learning environment focused on teacher growth, ensuring a high-quality Catholic education for all students. The Principal understands high school students, and works with them to take ownership of their own learning. The Principal promotes a healthy campus community of engaged students, faculty members and parents.

### **Essential Duties and Responsibilities**

PERFORMANCE RESPONSIBILITIES:

Faith Community Leadership:

- In collaboration with the Diocesan office, Chaplain and President, implements the spiritual direction of the school in a manner consistent with a Roman Catholic education.
- Ensures the development of faith community through the integration of faith with the learning process, the religion program, campus ministry activities, student retreats, faculty/staff retreats and service programs.

Academic/Instructional Leadership:

- Oversees academic quality and ongoing improvement through faculty supervision activities such as informal and formal classroom observations, student feedback, faculty feedback, and individual coaching and support.

- Provide leadership in planning, developing, implementing, and evaluation of curriculum and instructional programs.
- Is responsible for the development and implementation of policies and procedures in connection with all facets of the school program.
- Assumes overall responsibility and accountability for the planning, development, implementation, and evaluation of the college preparatory curriculum, with the assistance of the Department Chairs.
- Confers regularly with the President and the school community in order to maintain communication and unified policies and procedures for the operation of the school.
- Ensures integration of technology into the instructional program.
- Coordinates the overall Western Association of Schools and Colleges/Western Catholic Education Association accreditation process in conjunction with designated personnel, serving as administrative liaison with the school site coordinator during the self-study phase and facilitating the development of long-range planning based upon visiting team recommendations, primarily in the areas of curriculum and instruction.

#### Student Life:

- Is present and visible to the students in order to provide them guidance and support.
- Ensures the design and implementation of co-curricular activities, counseling and guidance services.
- Ensures the proper care, safety, and supervision of students while under school custody.
- Coordinates, with the Dean of Students, the publication of the student handbook.
- Makes final decisions regarding suspensions and expulsions upon the advice of the Dean of Students and other administrators.
- Ensures that accurate records, attendance, and transcripts are maintained.

#### Staff & Faculty Individual Members: The Principal:

- Evaluates direct reports with the approval of the President.
- Coordinates interviewing prospective employees and makes appropriate recommendations to the President.
- Oversees, with the assistance of the Department Chairs, the instructional supervision and/or evaluation of teachers.
- Works with Department Chairs in assigning class loads and committee work.
- Provides appropriate professional development programs, identifies staff training needs, and recommends programs and activities.
- Maintains, in cooperation with the Business Manager and the Human Resources Coordinator, appropriate records of all personnel and ensures compliance with required employment policies of the state, Diocese and school.

#### Departments: The Principal:

- Appoints Department Chairs.
- Works with department directors under the Principal's jurisdiction on their needs, evaluations of personnel, and recommendations for hiring and dismissal.
- Is responsible for regular faculty meetings.

#### Other Responsibilities:

- Establishes programs to inform parents and other interested parties about school programs and students' progress.
- Works with the President and Chief Financial Officer to develop the school budget.
- Prepares and gives appropriate reports to the School Board.
- Is a liaison with various educational and professional organizations.

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be considered as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

### **Qualifications**

The Principal must be an active, practicing Catholic, in good standing with the Church, who understands, embraces, and is able to articulate the mission and vision of a Catholic faith-based college preparatory education. The Principal will be a dynamic and energetic leader who facilitates learning, growth, and collaboration both inside and outside the classroom. The Principal will also have a passion for creating a lively, positive professional, accessible learning community. An ideal candidate for the position of Principal of Cardinal Newman High School holds a minimum of a master's degree in an education-related discipline, has at least five years' experience in the classroom at the high school level and has had administrative experience. An ideal candidate should also have evidence of leadership in team building, curriculum development, and professional development.

### **Working conditions**

May be required to work on evenings and weekends as needed. Will be required to work with challenging situations, including colleagues, parents, and students.

### **Physical requirements**

Must be able to operate a keyboard and mouse, use a telephone head or handset, have visual acuity, be able to focus on highly detailed tasks for long periods of time and be able to sit, walk, stand, bend crouch and stoop for extended periods of time.

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Employee Acknowledgement

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Date

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Human Resources Acknowledgement

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Date