

JOB DESCRIPTION

JOB TITLE: Principal

Exempt: **Supervisor:** William Crist, School Superintendent

Employee Name:

SUMMARY

The principal of Bishop Grimes Jr./Sr. High School is ambassador of the school's Catholic identity, promoting faith, academic excellence and service to its students, parents, faculty, and community. The principal acts as the lead administrator for the school with oversight and management of the school's daily operations and facility. This position directs the development and administration of the school's academic curriculum, student programs and services. The successful candidate will be accountable for total student enrollment and retention and be an active participant in development and alumni relations activities. The incumbent will ensure enforcement of the school's policies, including student safety and discipline. The principal is actively involved in community relations in order to build awareness and advance the mission and vision of Bishop Grimes.

ORGANIZATION STRUCTURE AND REPORTING

The principal reports directly to the Board of Bishop Grimes with accountability to the School Superintendent of the Diocese of Syracuse Catholic Schools. The principal has direct oversight and management of Academics, Enrollment, Facility Operations and Maintenance, Compliance as well as student programs, services and culture. The Executive Committee Chairs of the Board direct and manage Development and Finance functions. While there is no direct management or oversight of these functions, the principal will participate in development and finance activities.

ESSENTIAL RESPONSIBILITIES

- Works with the governing Board of Bishop Grimes and the leadership team to ensure the students and employees embrace and observe the school's mission and values, consistent with the Diocese of Syracuse Catholic Schools.
- Promotes a Catholic school culture that reflects the Catholic identity of the school. Embraces Catholic traditions and incorporates community building within the school. Engages in personal faith formation in addition to promoting faith formation for all members of the school community.
- Ensures compliance of faculty, staff, students, and volunteers with the Diocesan Safe Environment Program.

- Responsible for the promulgation and implementation of responsibilities associated with accreditation. The schools in the System of Schools will begin the process of applying for re-accreditation in the 2020/2021 school year.
- Ensures the school provides student programs and services that are aligned with its mission, to enrich the academic program and support the development of student and family life.
- Guides the development and implementation of a superior academic program where religious studies in the Catholic faith are integrated within the curriculum.
- Works in collaboration with the Board of Bishop Grimes to develop and execute a comprehensive plan for institutional advancement, through communications, marketing, and enrollment. May collaborate with the chair of the Executive Committee and the Development Department on related development activities.
- Administers student Advanced Placement (AP) programming and provides the appropriate resources, development, and support for the teaching staff to deliver a program that advances student overall development, potential and success post-graduation.
- Ensures the use of school-wide assessment practices to document student learning and program effectiveness. Identifies focus areas through the continuous review of curriculum, instructional practices, and classroom management to improve overall student performance.
- Supervises, evaluates, and provides professional development resources to support faculty growth.
- Oversees the recruitment and admission process for new students in conjunction with the Executive Committee of the Board. Fosters relationships with local elementary feeder schools to increase enrollment opportunities. Participates in open house events and activities.
- Works with the student guidance office to ensure students have the appropriate counsel, direction, and support to prepare for higher education, including assistance throughout the college application process.
- Supervises all aspects of the school's day to day operation, including but not limited to facilities maintenance and operation, transportation, summer programs and mission advancement.
- Monitors the school budget in collaboration with the Board Finance Chair.
- Approves the school calendar and scheduling of special events.
- Maintains a visible presence during the school day and at school-related liturgies, events, and activities. Represents the school to its constituents including faculty, staff, students, parents, alumni, neighbors, and business communities.
- Establishes accessible and open communication with parents. Participates in school-sponsored parent programs and activities.

- Participates in emergency and pandemic planning to provide students with a safe learning environment at all times.
- Establishes clear expectations for the behavior of students by following the Code of Conduct and student handbook policies. Manages & administers the discipline policies of the school and handles disciplinary situations in accordance with those policies.
- Includes all other duties as assigned.

MINIMUM QUALIFICATIONS

- A Catholic who actively practices the faith and is dedicated to the ministry of Catholic education.
- Master's Degree with a NYS Certification in School Administration & Supervision or work toward certification. Minimum of 18 credit hours in educational administration and supervision (*Preferred topics:* curriculum; school law, non-public schools; supervision and evaluation, development; leadership of professional learning community; faith and professional development for leaders).
- Must have a minimum of 5 years of high school teaching experience with 3 years in school administration and leadership preferred.
- Understanding of and experience with Middle States Accreditation is preferred.
- Experience in a Catholic school environment preferred.
- Ability to articulate an educational vision that reflects the Mission of Bishop Grimes Jr./Sr. High School.
- Ability to assess instructional needs to support faculty efforts, and to design and provide a curriculum that prepares students for higher-level learning.
- Excellent oral and written communication skills, including public speaking skills.
- Strong conflict management and resolution skills.
- Ability to manage situations using emotional intelligence (EI). EI is defined as the ability to understand, use, and manage one's own emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges, and defuse conflicts.
- Knowledge and understanding of the financial, accounting, marketing, development and operational functions of an organization and the ability to apply this knowledge in strategic planning and decision making.
- Commitment to ongoing professional growth and development as defined in an annual self-growth plan.

- Ability to create an inclusive environment that is conducive to open and honest communication for students, faculty, and parents.
- Must complete Safe Environment Program training within 2 months of hire, preferable before the assumption of duties.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

Approved: _____
Employee Date

Supervisor Date