



Principal Job Description

I. General Duties and Responsibilities

The principal provides leadership in the development and direction of an instructional program designed to achieve archdiocese and parish objectives. He/she is responsible for the complete operation of the school, including all approved functions and services. Responsibilities include implementation of Archdiocesan and School Advisory Board policies. The principal is accountable to the pastor of St. Elizabeth Ann Seton Parish.

II. Specific Duties and Responsibilities

As administrator of the school, the principal shall:

A. Maintain the school as a mission of the parish.

1. Ensure and maintain the Catholic identity of the school;
2. Provide opportunities that foster the spiritual growth of faculty, students, and other members of the school community;
3. Work with staff and clergy to ensure that this mission is understood;
4. Meet with the Parish Ministry Team as needed or requested;
5. Serve as executive officer and participate in meetings of the School Advisory Board;
6. Give “state of the school” report to School Advisory Board.
7. Provide in-service opportunities for the School Advisory Board.
8. Works closely with the Archdiocese of Anchorage-Juneau to ensure the school is in alignment with the Bishop’s vision for Catholic education in the Archdiocese.

B. Provide leadership in instruction, curriculum development, and evaluation.

1. Coordinate faculty and Curriculum Committee meetings to study curriculum areas;
2. Plan and prepare with staff a school instructional program to achieve well-defined goals and meet instructional needs;
3. Encourage instruction that meets the various needs and abilities of the students;
4. Ensure maintenance of school accreditation with the Cognia Accreditation & Certification.
5. Work with Anchorage municipality to maintain accreditation of the pre-school program.

C. Provide leadership for professional growth.

1. Improve quality of instruction through continuous supervision;
2. Evaluate the total instructional program through continuous supervision;
3. Facilitate the professional growth of staff by initiating, providing, and participating in staff meetings, curriculum in-service days, educational, and cultural conferences.

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D. Select, supervise, and evaluate staff.

1. Work with staff to achieve a consistently high standard of performance;
2. Develop, communicate, and implement a plan of evaluation for all staff members;
3. Submit a minimum of two written performance evaluations per teacher, per year, and a minimum of four written performance evaluations per year for teachers in their first three years of classroom instruction.

E. Provide leadership in school and community relations.

1. Interpret Archdiocesan and parish educational policy to the staff, parish, and community;
2. Keep the school and parish communities informed about the school's programs and activities;
3. Work in collaboration with the Development, Recruitment and Retention Committee to publicly promote the school and maintain enrollment;
4. Be responsible for the translation of the school's philosophy to the public;
5. Maintain and encourage relationships with current and future school and parish families.

F. Manage student activities.

1. Keep students informed concerning the school's goals and objectives, policies and procedures, rules and regulations, events and activities;
2. Work in collaboration with the Parent Volunteer Organization (PVO) to organize, manage, and schedule PVO activities;
3. Develop and maintain a consistent school-wide discipline policy;
4. Provide crisis intervention when appropriate;
5. Supervise school service-related activities.

G. Assure effective and relevant use of personnel resources and physical plant.

1. Coordinate the use of the school building;
2. Supervise maintenance of the school building in collaboration with building and maintenance department;
3. Implement evaluation remarks of the fire marshal and building inspectors;
4. Collaborate with Facilities & Safety Committee to ensure management and implementation of School Emergency Plan and safety procedures.

H. Plan, implement, manage, and report findings of the School Budget in collaboration with the Finance Committee, School Advisory Board, and staff.

1. Oversee and implement marketing, development, advancement, and fundraising programs appropriate to the financial needs of the school.

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