



Church of the Presentation

Job Description

Presentation Church Parish School
Principal

I. INTRODUCTION:

The Position is a full-time exempt position with availability to the children, parents, and parishioners for their spiritual and academic needs and growth.

II. POSITION PURPOSE:

The Principal of Presentation Church Parish School is an integral member of the Ministry Team with professional preparation for, and sensitivity to, the spiritual and academic needs and growth of all students. This ministry provides professional leadership for and evaluation of curriculum, programs, teachers and other school employees. As the key communicator for the school, the principal shares matters of importance regularly with the Pastor, Administrator, and the School Advisory Committee.

III. MAJOR DUTIES AND RESPONSIBILITIES:

A. Facilitate the school as a faith community

- Promotes the Faith Development of both students and staff.
- Builds Roman Catholic Christian community by involving members of the school ministry and parish in prayer and liturgy, fostering collaboration while recognizing the unique role of parents as primary educators of their children.
- Assists with the moral and ethical development of both students and staff, integrating gospel values and Catholic ethics in the curriculum, policies and life of the school.
- Demonstrates leadership skills in developing a unique school culture reflective of the parish and community.
- Works closely with the Stewardship Committee in insuring that parish's goal for Stewardship of Time, Talent and Treasure is reached.
- Helps to co-ordinate faith formation content and sacramental programs in coordination with the Director of Religious Education, the Director of Youth Ministry and others.
- Fosters quality interpersonal relationships in an atmosphere of Christian love.
- Emphasizes service-consciousness of teachers and students.

B. Leadership in instruction, curriculum development, and evaluation:

- Provides for the on-going enhancement of a total school curriculum, which integrates intellectual, religious, social and physical growth.
- Provides in-service opportunities, evaluation process and need assessments for teachers to reinforce and update teaching methods.

- Demonstrates knowledge of all curricula, and provides leadership in curriculum development, which promotes Catholic values to include ethical decision-making, social justice and Christian leadership.
- Enhances curriculum and instruction and uses both to promote improvements that are appropriate.
- Encourages instruction that is differentiated to meet the various needs and abilities of the students.
- Provides an overall environment that is in compliance with Canon law, Diocesan policies and applicable state and federal laws.

C. Administration and Leadership skills

- Collaborates with the Pastor, Administrator and Ministry Team to ensure the mission of Presentation is understood and implemented.
- Ensures that all areas of responsibilities are operated consistent with the mission of the Church of the Presentation parish and school.
- Serves as site administrator and is responsible for the day to day operations of the school.
- Fosters open and productive lines of communication with staff, students, parents, pastor, ministry team and other community members.
- Demonstrates personnel skills to recruit, assess, develop and retain both faculty and staff.
- Collaborates with the Pastor and the parish Administrator in the financial planning for the school's present and future. Prepares and administers the school budget in cooperation with the Business Manager and the Finance Council.
- Serves a member of the Ministry Team. Participates in decision-making regarding total parish direction and activities. Attends staff meetings, annual retreats and other events.
- Evaluates current staff qualifications and the needs of the students to ensure the appropriate personnel are assigned to achieve consistently high standards of performance.
- Promotes healthy staff morale and promotes leadership among staff.
- Supervises the teachers and other school employees on an on-going basis and conducts annual, formal performance evaluations.
- Works with the School Advisory Council to provide appropriate information on implementation of policies, reports on school wide problems, concerns and for long range strategic planning. Prepares agenda in collaboration with committee chair.
- Advises the Presentation Parent Booster (PPB) as necessary.

Other duties and responsibilities

- Supervises the maintenance of school buildings in collaboration with the Administrator and Facility Director.
- Coordinate efforts for maintaining a safe environment in coordination with the Office Manager and the Diocesan staff.
- Maintains a level of knowledge and skills related to best educational practices and current research essential to role as educational leader.
- Attends extracurricular events, as time permits.
- Assure the development of a policy and process for disciplining students.
- Provides crisis intervention when appropriate.

- Seeks to acquaint individuals with appropriate agencies for resolution of problems.
- Keeps the parish and community informed about the school's programs and activities.
- Creates written assessment of staff and curriculum.
- Other duties and responsibilities as assigned.

D. Expected Qualities, Qualifications and experience:

- Fully initiated and participating member of a Catholic faith community, preferably Presentation Church
- Commitment to the Vision and Mission of the Parish and School
- Advance degree in School Administration preferred
- Qualified to teach in the Stockton Diocese, having earned a valid California teaching credential or a Masters degree.
- Ability to collaborate with faculty, parents, staff and parishioners
- Ability to recruit train and motivate teachers and other staff members and willingness to recognize and honor diversity
- Ability to work flexible hours including weekends and evenings, as per scheduled events
- A minimum of five years experience teaching, preferred in Catholic schools
- Experience in Catholic school administration preferred
- Active member of a Catholic parish faith community

E. Skills/Knowledge:

- Ability to deal with parents who exhibit diverse needs
- Excellent verbal and written communication skills
- Highly developed organizational skills
- Creative problem solver
- Knowledge of Education Code and Diocesan curriculum standards
- Knowledge of Diocesan policies as they apply to parish schools.

F. Supervision

The position is supervised by the Pastor and the Administrator

G. Benefits

Eligible for medical, retirement and other benefits provided by Presentation and the Diocese of Stockton

H. Terms

The term is projected to begin August 1, 2012 (negotiable.) The salary will be based on teaching experience, educational background and the recommended salary for Catholic school principals. A 90 calendar day probationary period, begins on the first day of employment, and must be successfully completed. During this initial period and during the entire term of the employment relationship, employment is "at-will".