

POSITION DESCRIPTION FOR PRINCIPALS IN THE DIOCESE OF TYLER

Job Title: PRINCIPAL

Principalship in the Diocese of Tyler, Texas includes the following areas of accountability

Faith Community

- Work with the pastor to ensure the parish school is a vital part of the total parish community
- Provide opportunities for the school staff to build a cohesive faith community.
- Ensure that all instructors in the school are committed to the goals of Catholic education as stated in "To Teach as Jesus Did" (i.e., Community, Message, Service, and Worship.)
- Ensure that all religion instructors have sufficient formal inservice for their role

Communication

- Initiate and facilitate open communication with and among the school community members
- Participate in parish staff planning and to implement the parish goals within the school
- Interpret the parish school programs and policies to the local community

Personnel

- Make employment decisions about hiring and placement of all school staff in collaboration with the pastor
- Conduct the supervision and evaluation of teacher performance
- Provide for inservice and professional growth opportunities for teachers
- Encourage the creativity and uniqueness of each teacher in her/his role as professional educator

Budget

- Prepare the school budget
- Oversee the implementation of the annual budget
- Prepare regular financial reports

Students

- Ensure that the rights and needs of individual students are respected and protected within the school program
- Assume the final accountability for student discipline
- Ensure the health and safety of students in the school
- Assist teachers in the development of Faith Community among the total student body

School Planning

- Initiate and direct long-range planning for the school
- Initiate and direct the identification of annual school goals based on the parish school's philosophy and mission statement
- Establish and publish the local school calendar in accordance with the state law and Diocesan directives
- Ensure the adequate maintenance of school records and reports
- Provide managerial organization for the efficient functioning of the school

Curriculum and Instruction

- Coordinate the implementation and on-going evaluation of curriculum according to a long-range plan
- Supervise the implementation of the school's curriculum in the teachers' planning and instruction

Programs and Activities

- Oversee the implementation of the school's philosophy and mission statement in all its programs
- Supervise, coordinate, and evaluate all school programs
- Seek information and cooperation with government programs

Public Relations

- Promote the positive image of the local Catholic parish school
- Initiate programs for the effective recruitment and retention of students

Maintenance

- Oversee the proper maintenance and cleanliness of the school property
- Oversee the security of the school property

School Council

- Act as executive officer to the school council
- Implement policies of the local school council
- Provide for council in-service

Catholic Schools Office

- Provide the Catholic Schools Office with documentation necessary for accreditation requirements from the Texas Catholic Conference Education Department, state law requirements, and diocesan policy.