



Archdiocesan Catholic High School

Principal Position Description

The principal is responsible for the continuing Catholic faith formation of the faculty and the students, the school's educational and co-curricular programs, and managing the day-to-day operations of the school. The principal is hired by the president and is directly responsible to the president for administering the educational and co-curricular programs of the school in a manner consistent with the school's mission and philosophy as archdiocesan secondary school in accordance with policies established by the archdiocese, the school, and the school's advisory board.

The principal is the educational, instructional and spiritual leader of the school and officially represents the school with educational authority including the Office for Catholic Schools, of the Seattle archdiocese and the office of the Superintendent of Public instruction. The principal will help establish the vision of learning. The principal will partner with the president in cultivating and leveraging key relationships and partnerships within and outside the school with the goal of making education at the archdiocesan high school sustainable.

It is the principal's duty to keep the president and the advisory board informed at all times of the current status of the school and to work cooperatively with the president and the board in the development of school priorities. In the absence of the president, the principal is in charge of the school.

Specifically the principal will:

1. Give clear educational, faith and moral leadership by providing direction to fulfill the mission of the school by regularly holding faculty meetings, speaking to students and parents, and communicating with the school's constituencies about the mission, values, culture, goals, and expectations of the school as a Catholic educational institution in the Archdiocese of Seattle.
2. Regularly meet with the president and report to the board on matters requiring their attention.
3. Assign administrative and teaching duties, and provide for supervision, job descriptions, and annual evaluation procedures for all employees that report to the principal.
4. Provide for ongoing professional development of the faculty and staff.

5. Hire and terminate all employees reporting to the principal, with the consent of the school's president.
6. Delegate responsibilities appropriately and appoint committees and councils to advise and assist in achieving the Catholic educational mission of the school.
7. Approve the school's master schedule, annual calendar, and daily schedule, as well as coordinate the scheduling of all school related activities.
8. Work with the president, the business manager, and the finance committee of the advisory board in the development of the annual budget; and monitor compliance to and fiscal control over the budget for staff development, school administration, co-curriculars, and academic departments.
9. Supervise and maintain a sound disciplinary system to ensure an appropriate educational climate.
10. Represent the school in all official functions relating to the educational community and project a positive image of the school in the community.
11. Coordinate and supervise all state and federally funded school programs.
12. Make decisions in the admission and dismissal of students in accordance with the school's policies and procedures.
13. Participates in leadership activities including those of the Office for Catholic Schools, of the Archdiocese of Seattle.
14. Be available, accessible and effective in communications with parents, students and the broad constituency of the archdiocesan high school.
15. Perform other duties as assigned by the President appropriate to the position of Principal.