

## **JOB DESCRIPTION**

**JOB TITLE:** Principal

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**Exempt:**

**Supervisor:** William Crist, School Superintendent

**Employee Name:**

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**SUMMARY:** Seeking a passionate, dynamic, dedicated, and innovative leader who through their personal witness to the Catholic faith will continue to articulate the mission of Bishop Ludden Jr-Sr High School to students, parents, faculty, and the greater community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following. Other duties may be assigned.

- Manage, evaluate & supervise effective & clear procedures that are consistent with the Mission of Bishop Ludden Jr-Sr High School and the Diocese of Syracuse Catholic Schools.
- Be a visible presence in all aspects of the school.
- Maintain a school spirit conducive to prayer, study & service.
- Supervise & evaluate the performance of all faculty members, on a regular basis, following the requirements of the Supervision & Evaluation Model of the Diocese of Syracuse.
- Have some knowledge of the International Baccalaureate Diploma Programme and will undergo training in order to obtain certification as an IB Head of School.
- Consult with teachers regarding instructional practices, classroom management, school procedures and provide support along with training/development of faculty.
- Monitor all aspects of fiduciary responsibility in collaboration with the Board Chair, Finance Chair & Controller.
- Supervise all aspects of the school's operation, including, but not limited to facilities maintenance/operations, food service, transportation, summer programs, mission advancement, fund raising, enrollment, and alumni affairs.
- Establish clear expectations for the behavior of students in conjunction with the Code of Conduct policies manage & implement the discipline policies of the school & handle discipline situations as needed.
- Communicate regularly & timely with all parents.
- Represent the school to all of its constituents including faculty, staff, students, parents, alumni, neighbor, & business communities.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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. Need to be a practicing Catholic with a commitment to ongoing formation in catechetical and spiritual leadership development. Also, need to complete VIRTUS training.

**EDUCATION AND/OR EXPERIENCE:** Must have a master's degree with a NYS Certification in School Administration & Supervision or Certificate of Advanced Study. 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 at least 5 years of teaching experience.

**OTHER SKILLS AND ABILITIES:** Ability to be a Spiritual, Educational, and Organizational leader. Must be able to identify as Catholic and incorporate faith development and community building within the school. Must be able to create a professional learning community for the expansion of learning. Need to have financial, developmental, and strategic planning skills.

**Approved:** \_\_\_\_\_  
Employee Date

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Supervisor Date