



Core Priorities

The following represent the core priorities for Immaculate Conception School as we envision the future of school under the leadership of a new principal. We believe that the core of our school success is built upon a collaborative synergy we have developed between our pastor, principal, and school community. A successful candidate for principal of IC School will be a collaborative team player willing and able to work effectively with the Pastor and the Parent Advisory Committee. All of our other goals and priorities for a candidate follow from this essential criterion.

In addition to this overarching criterion we have outlined the current and desired state of Immaculate Conception School around five core priorities (which are aligned with the *National Standards and Benchmarks for effective Catholic Elementary and Secondary Schools* and the *Standards for Accreditation, Middle States Commissions on Elementary and Secondary Schools*).

The following represent the five core priorities for our new school principal:

1. Focus On Catholic Identity and School Culture

Current: We worked to ensure that our entire mission at Immaculate Conception School is based on the foundation of deep Catholic Identity and intentional character culture.

Desired: The Immaculate Conception Principal must be willing and able to work with the Pastor, Parent Advisory Committee, teachers, and staff to create a vibrant Catholic school culture, one that is centered in the Eucharist, rooted in the Sacraments, formed in faith, nourished by prayer, and shaped by service and community.

2. Focus on Educational Excellence and Student Retention

Current: Currently the school has very strong retention across the grades. To ensure that retention remains high we have focused on the following:

(1) Continued efforts to promote academic excellence and whole person development.

(2) Continued upgrades to technology and school infrastructure for state of the art learning environment.

Desired: The Immaculate Conception Principal must be willing and able to work with the Parent Advisory Committee and school personnel to provide educational leadership that advances our goals for academic excellence and whole person development, advances in an integrated and holistic approach to technology education, and pursuing the creation of a growth mindset culture among students. The Immaculate



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Conception Principal would be expected to continue the full realization of the *National Standards and Benchmarks for effective Catholic Elementary and Secondary Schools* and finalize the successful re-accreditation via the *Middle States Commissions on Elementary and Secondary Schools*. Increase the number and rigor of our extra curricular and co-curricular offerings, with special attention given to the younger grades; as well as clubs and activities that enhance school day academics such as a school play/musical, robotics, summer enrichment program, etc.

3. Focus on Strong Financial & Enrollment Management

Current: Financial management efforts are integrally connected to enrollment management efforts, which is essential to long-term sustainability.

Desired: The Immaculate Conception Principal must be willing and able to work with the Parent Advisory Committee and Parish Finance Committee leadership to continuously monitor, revise, and course-correct as needed around our financial model and related inputs and outputs. In particular, enrollment must remain a priority with innovative tactics being employed around tuition, scholarships, and related.

1. Continue efforts to effectively market our academic programs
2. Work to increase donations to the school, especially those that could fund scholarships.

4. Focus on the Continuation of Building a Robust Pre-K Program

Current: Pre-K is an important area of the Immaculate Conception enrollment focus. A robust Pre-K provides a strong base for future enrollment (Pre-K customers who then go on to kindergarten). In addition, a robust Pre-K acts as a profit center to help underwrite overall operating costs.

Desired: The Immaculate Conception Principal must be willing and able to work with the Principal's Advisory Committee and school personnel to lead in the development of a robust Pre-K program. This would include, but not be limited to marketing, retention, and educational leadership in the service of creating a recognized leader in Pre-K education within our geographic area.

- (1) Working to continue the updated business model based on parent services and cost comparison of local Pre-K options.



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Immaculate Conception PRINCIPAL JOB DESCRIPTION

JOB TITLE: Principal

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 Immaculate Conception to students, parents, faculty, and the greater community.

Immaculate Conception, a faith community with decades of excellence in education, is a ministry of Immaculate Conception Parish. We carry out the mission of Jesus Christ, bearing witness while proclaiming the Gospel message. Together, with their families, we teach our students Roman Catholic doctrine, values and ideals, and provide an education rooted in the Gospel. Immaculate Conception School is a faith-centered community focused on promoting academic excellence and empowering our students to live their faith with compassion, integrity, and respect for life. We encourage our students to develop a strong moral conscience and embrace Catholic principles which allow our students to meet lifelong challenges in a rapidly changing world.

CORE PRIORITIES:

- Catholic Identity and Academy Culture
- Educational Excellence and Student Retention
- Strong Financials and Enrollment Management
- Building a Robust Pre-K

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 Immaculate Conception School and the Diocese of Syracuse Catholic Schools.
- Administrator and educational leader, with fiscal, marketing, and enrollment responsibilities.
- Be a visible presence in all aspects of the school.
- Maintain a school spirit conducive to prayer, study and service.
- Supervise & evaluate the performance of all faculty members and staff on a regular basis, following the requirements of the Supervision & Evaluation Model of the Diocese of Syracuse.
- Consult with teachers regarding instructional practices, classroom management, school procedures and provide support along with training/development of faculty
- Work and collaborate with the Pastor to carry out the mission and vision of Immaculate Conception School.
- Communicate and meet with the Pastor on a regular basis.



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- Work and collaborate with the Parent Teacher Association.
- Monitor all aspects of fiduciary responsibility in collaboration with the Immaculate Conception Parish Finance Committee & the Parish Business Manager.
- 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 and handle discipline situations as needed.
- Communicate regularly and timely with all parents, parishioners, and local parishes.
- Represent the school to all of its constituents including faculty, staff, students, parents, alumni, neighbor and 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 Safe Environment training.

EDUCATION AND/OR EXPERIENCE:

- Master's Degree and a CAS (Certificate of Advanced Studies) or equivalent from another State required.

Appropriate NYS Certificate of Advanced Studies include:

- NYS School Building Leader (NYS SBL) or equivalent from another State.
- NYS School District Administrator (NYS SDA) or equivalent from another State.
- Minimum five years 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.