



## Aberdeen Catholic School System

### Duties and Responsibilities of the SonShine Patch and Roncalli Primary School - Principal Job Description 005.51

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##### Job Description

##### I. Catholic Leadership

The principal is responsible for the Catholic environment, Faith Community and religious practices within the school community. This includes the study of religion, faith development, appropriate liturgical celebrations in the parish, as well as community and public faith witness.

- 1.1 Demonstrate an active Catholic faith life.
- 1.2 Demonstrate an ability to express beliefs and values based on that lived faith.
- 1.3 Demonstrate knowledge of the Gospel and church teaching.
- 1.4 Demonstrate an active public expression and support of Catholic education.
- 1.5 Demonstrate a positive attitude of enthusiasm, energy and optimism regarding the mission of the school.
- 1.6 Demonstrate values of Catholic-Christian self-sacrifice, care, and concern for others in everyday interactions.

##### II. Policy Development and Implementation

The principal is responsible for implementing diocesan educational policy, developing and implementing local school policy and following applicable government regulations.

- 2.1 Implement diocesan directives of education.
- 2.2 Implement local school board policy.
- 2.3 Assist with developing new local policy.
- 2.4 Follow government regulations when applicable.
- 2.5 Consult with President concerning important school business for which there is no policy or precedent to follow before making a decision or adopting a course of action.

##### III. School Board

The principal will take an active role in the functioning of the school board by cooperating in planning regular and special meetings.

- 3.1 Provide background information and necessary documentation for board meetings.

##### IV. Organization and Administration

The principal is responsible for the organization and administration of the school, especially in the areas of finance, facility, maintenance and student records.

- 4.1 Cooperate with Parish efforts to obtain needed funds.
- 4.2 Work with the President to determine the educational budget.
- 4.3 Work with the President to determine long range plan for the facility maintenance and improvement.
- 4.4 Maintain state and federal health and safety standards.

- 4.5 Establish system for collecting and maintaining appropriate school records.
- 4.6 Supervise special services provided by Aberdeen Public School.
- 4.7 Responsible for recommending fees for SonShine Patch. Oversee monthly billing, which includes collecting payment from families
- 4.8 Supervise Out of School time programs and staff.

## **V. Personnel Management**

The principal will recruit, recommend for hiring, and supervise all instructional/non-instructional members of the school staff.

- 5.1 Provide faculty in-service at regular faculty meetings and on special in-service days.
- 5.2 Design and implement a teacher supervision and evaluation plan.
- 5.3 Make recommendations to the President including employment, assignment, and dismissal of ineffective teachers and personnel.
- 5.4 Supervise activities of volunteers in the school.
- 5.5 Insure that proper supervision is provided and an otherwise safe environment is established for students during the day.
- 5.6 Develop and maintain faculty handbook.

## **VI. Instructional Program**

The principal will supervise the instructional program of the school

- 6.1 Provide for the assessment of students' educational process by the use of standardized and teacher-made tests and report such progress to parents and school board.
- 6.2 Provide for quality instruction which is developmentally appropriate for each age group, in every curriculum area by conducting regular evaluation and updating of materials and teaching methods utilizing teacher and parental input.
- 6.3 Maintain a standard of student behavior conducive to learning and based on positive Catholic Christian values and accepted child development principles.
- 6.4 Provide for the integration of our Catholic faith throughout the curricula.
- 6.5 Work cooperatively with staff to organize, supervise, and administer the curricular program.
- 6.6 Supervise the purchasing of instructional materials and teaching aids, within the budget guidelines
- 6.7 Reviews and evaluates facility activities to ensure conformance to state and local regulations.

## **VII. Communication and Public Relations**

The principal will communicate effectively with the various public entities connected with the school

- 7.1 Provide information to the President for a monthly newsletter and calendar for parents.
- 7.2 Inform parents promptly of any difficulty or any especially positive experience concerning their child.
- 7.3 Provide input to update the school brochure to be given to new families moving into the parish.
- 7.4 Inform the development director of any newsworthy items regarding the school.
- 7.5 Accept social-civic responsibilities in the community.
- 7.6 Develop and maintain parental handbook

## **VIII. Personal, Religious and Professional Development**

The principal will strive to grow personally and professionally in faith development each year

- 8.1 Participate in meetings, activities or opportunities for personal, religious, and professional development as they occur throughout the year in the parish, diocese or outside the diocese.
- 8.2 Keep abreast of trends, development and research as they pertain to education and school operation.
- 8.3 Responsible for the planning and implementation of training for staff.
- 8.4 Meet all requirements as set by State licensing standards for SonShine Patch Programs

## **IX. Parental Involvement**

- 9.1 Provide effective programs which involve the parents in the life of the school and education of their children.
- 9.2 Invite regular contact between parents and teachers.
- 9.3 Provide regular parent-teacher conferences.
- 9.4 Provide training programs for parent volunteers.
- 9.5 Schedule programs and examine practices of the school so that they are sensitive to family schedules, demands, and pressures.
- 9.6 Foster policies and practices designed to assist families.
- 9.7 Encourage school families to take part in parish activities.
- 9.8 Serve as liaison between the Home and School Parent Association and the school.

## **X. Family Contacts/Confidential Information**

- 10.1 Responsible for enrollment of children and families to SonShine Patch
- 10.2 Must maintain confidentiality and shall respect the families' rights privacy, refraining from the disclosure of confidential information.

## **XI. Facility**

- 11.1 Administer the operation of the facility.
- 11.2 Supervision of school building, furniture, grounds and all property to ensure they are kept in good order.
- 11.3 Make an annual inventory of equipment, textbooks and supplies to the Dean.
- 11.4 Make recommendation concerning building alterations, addition, new equipment and improvement of grounds; ensure the health and safety of children and staff..

## **XII. Conflict of Interest**

- 12.1 When fulfilling both the role of principal and another job function on behalf of the Aberdeen Catholic Schools, the principal will be aware of possible conflicts of interest that develop as a result of multiple job functions being filled.
- 12.2 When meeting with parents, faculty members and/or other educational service providers where conflicts may potentially arise, the principal will be proactive in asking a second administrator to join the meeting with the intent of preserving objectivity.