

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT: Sacred Heart School**

**POSITION: Principal**

**CATEGORY: Exempt**

**POSITION STATUS: Full Time**

**SUPERVISOR: Pastor/Associate Superintendent**

**JOB SUMMARY:** The school principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe traditional Catholic learning environment that meets the approved curricula and mission of Sacred Heart.

### **ESSENTIAL FUNCTIONS:**

- As part of the educational ministry of the Diocese of Sacramento, ensures school community participation in daily prayer and school liturgies
- Integrates the mission of Sacred Heart within the school community
- Participates in ongoing training and maintains the appropriate Catechist Certification
- Actively participates in principal collaboration and articulation
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Adheres to Code of Ethical Conduct
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with pastor, assistant director, staff, parents, and students
- Creates a productive environment marked by harmony, good morale, good communication, and collaboration
- Maintains positive relationships
- Performs additional duties as assigned
- Participates in ongoing evaluation for accreditation for Sacred Heart

### **Responsibilities regarding Students:**

- Provide and demonstrate a caring relationship with all students, treating them with common sense, fairness and respect
- Know the background, abilities and special needs of all students
- Supervise and assist in determining special student needs for referral; coordinate the Student Study Team Process
- Ensure the health and safety of all students
- Direct and support teachers in establishing appropriate behavioral philosophy
- Direct and support teachers in coordinating student activities such as field trips, school programs, and school service programs

### **Responsibilities as a Religious Leader:**

- Ensures quality Catholic religious instruction of all students

- Creates and maintains the Catholic Identity of the school through prayer, sacraments, symbols, traditions, and practices of Christian Service
- Are persons of faith who model the teaching of the Catholic Church
- Demonstrates and implements the Diocesan mission for Catholic Education
- Encourages, expects and records progress of Religious Certification for self and all teachers

#### **Responsibilities as an Instructional Leader:**

- Shapes a culture in which high expectations are the norm for each teacher and student as evident in rigorous, standards based academic work
- Develops, reviews, implements and fosters the Schoolwide Learning Expectations and the Mission of the school
- Demonstrates knowledge of the standards-based curriculum and the ability to integrate and articulate programs throughout the grades
- Demonstrates an understanding of a variety of educational and pedagogical skills
- Guides and supports the long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students
- Utilizes multiple assessments to evaluate student learning in an ongoing process focused on improving the academic performance of each student
- Utilizes multiple data sources to inform curricular decisions and intervention programs
- Engages in personal and professional

#### **Responsibilities as Administrator:**

- Models personal and professional ethics, respect, integrity, justice, and fairness.
- Sustains a safe, efficient, clean, well maintained, and productive school environment that nurtures student learning
- Aligns fiscal, human, and material resources to support the learning of all students
- Supervises and documents evaluations of personnel in a professional, thorough and consistent manner.
- Demonstrates skills in decision-making, problem solving, change management, planning, conflict management and evaluation.
- Attends and participates in diocesan principal and committee meetings and ensures school participates in a variety of diocesan sponsored student events.
- Assures prompt submission of reports and information as required by the CSD
- Prepares and submits the school budget in a timely manner to the CSD, as well as reviews monthly financial reports
- Maintains up-to-date personnel files
- Works with the CSD in order to create an effective talent and succession plan for all teachers
- Represents the school to the Diocese of Sacramento, accrediting agencies and associated shareholders

#### **Responsibilities as Communicator:**

- Communicates openly and regularly with the school and parish community
- Makes and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, and management practices.
- Strengthens the school through the establishment of community, business, institutional and civic partnerships
- Utilizes surveys to ensure parent, student and staff satisfaction

- Works with the Catholic School Department to influence policies that benefit students and support the improvement of teaching and learning.
- Continues to utilize effective marketing strategies to maximize exposure of school program
- Evidences rapport and availability with pastor, staff, students and parents
- Provides regular scheduled faculty and curriculum meetings
- Works collaboratively to make decisions in a timely manner
- Manages conflict effectively

**MINIMUM QUALIFICATIONS:**

**Education:**

Bachelor’s degree with leadership experience, or  
 Master’s degree with and education focus and teaching credential preferred, or  
 Administrative credential preferred

**Experience:** Five years of instructional experience.

**Skills / Knowledge:**

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of the Church’s mission in the Diocese of Sacramento
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by Sacred Heart
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Displays excellent written and verbal communication skills
- Demonstrates proficiency in Microsoft Word, Excel, computerized software, and in technology usage and applications
- Shows aptitude for effectively analyzing information
- Quickly establishes rapport, relates to a variety of personalities and cultures, works independently, and maintains strict confidentiality and professional ethics
- Possesses professional temperament and appearance

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 EMPLOYEE SIGNATURE

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 DATE

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 SUPERVISOR SIGNATURE

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 DATE