

**Introduction:** St. Ignatius Loyola Parish School was founded in 1954. It has a stable population of nearly 400 students steeped in the Catholic faith and who model Ignatian charisms and all that it means to be a Jesuit school. St. Ignatius is also routinely ranked academically high in the Sacramento diocese. It enjoys a new, well-equipped school facility and is supported by engaged school families and the parish community.

## **Diocese of Sacramento**

### **JOB DESCRIPTION**

**DEPARTMENT:** St. Ignatius Parish School

**POSITION:** Principal

**CATEGORY:** Exempt

**POSITION STATUS:** Full Time

**SUPERVISOR:** Pastor/Regional Director

**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 St. Ignatius Parish School.

#### **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 St. Ignatius Parish School 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
- Adherence to the 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
- Participate in ongoing evaluation for accreditation for St. Ignatius Parish School

**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
- Lives and promotes Ignatian values through the charism of Ignatian spirituality
- 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 consistently 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 development

**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 the school participates in a variety of Diocesan sponsored student events.
- Assures prompt submission of reports and information as required by the Catholic Schools Department (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 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 communicates decisions based upon relevant data and research about effective teaching and learning, leadership, and management practices.
- Strengthens 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
- Evidence 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 education focus or Administrative credential preferred

**Experience:** Five years of instructional experience. Administrative experience as a principal or vice principal preferred

**Salary:** \$78,000-\$120,000 commensurate upon experience

**Skills / Knowledge:**

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Willingness to study the Jesuit charism, and to absorb and embrace Ignatian values
- Confirm 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 Elementary School
- Comply with guidelines established for bloodborne 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      DATE

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SUPERVISOR SIGNATURE      DATE