

JOB DESCRIPTION

JOB TITLE: Principal

Exempt:

Supervisor: Amy Sansone, EdD
School Superintendent

Employee Name:

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 and supervise effectively and implement 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 and 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, and school procedures; provide support along with training/development of all faculty.
- Monitor all aspects of fiduciary responsibility in collaboration with the Board Chair, Finance Chair and Controller.
- Oversee and support the efforts of the school's Director of Marketing & Enrollment Management, as well as that of the Fund Development Officer.
- 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 aligned with the Code of Conduct policies; manage and implement the discipline policies of the school and address related situations as needed.
- Communicate regularly, and in a timely manner, with all parents and other relevant members of the school community.
- Represent the school to all of its constituents including: faculty, staff, students, parents, alumni, neighbors, and business communities.
- Collaborate with the Catholic Schools Office and the Bishop Ludden Board to forward the Mission of the School and Diocese.

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: 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 five 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.

Salary Range: \$75,000 - \$90,000

Approved:

Employee

Date

Supervisor

Date