

**St. Agnes School
Springfield, Illinois**

Job Description - Principal

I. Position Summary

Provides Catholic educational leadership in the total school community. Coordinates the educational program, and performs duties consistent with the Mission of the Parish and Diocesan policies and guidelines. Cooperates with the Pastor, Parish School Board, Parents' Club and Parish Pastoral Council to ensure that quality education in a faith-based environment be the goal of all involved in the educational process of the school. Encourages a positive atmosphere in which both teachers and students feel accepted and able to develop to their fullest potential.

II. Qualifications

A. Personal

1. A practicing Catholic who reflects a commitment to living and growing in the Catholic faith.
2. Understands, enjoys and is sensitive to the needs of elementary children, parents and staff.

B. Professional

1. Possesses a bachelor's degree and teacher's licensure, as well as a Master's in Administration and Supervision and/or is working towards an administrative certificate.
2. Has had broad experience in teaching in the elementary grades.
3. Possesses a competence in the field and maintains this through further education, professional reading, and in-service training.
4. Has taken Protecting God's Children.

III. Relationships

- a. Reports directly to the Pastor, keeping him apprised of important school information.
- b. Works closely with the St. Agnes School Board and Parents' Club in all areas that relate to the school, including long-range planning, marketing and development, and finances, etc.
- c. Meets regularly with Springfield Area principals, the Pastors/Principals of the Springfield Area and the SCAA (Springfield Catholic Athletic Association).
- d. Is in close contact with Diocesan Office for Catechesis and the Illinois

- e. Catholic Conference as relates to school issues
- e. Works with District 186 in all areas affecting St. Agnes.

IV. Working Conditions

- A. Works daily to complete given administrative tasks and spends as much time as possible with staff and students, in preparing long-range and short-range planning.
- B. The principal has a twelve month contract. Although a nine month year comprises the school session, the principal works as needed during the vacation months to fully prepare for the coming school year.
- C. Workshops and meetings are funded either in part or in full by the Parish/School.

V. Responsibilities

A. Administrative

1. Acts as the catalyst in building Faith Community among the staff and school families.
2. Provides professional leadership that facilitates teaching, encourages positive staff relationships, faith and professional development of the school staff.
3. Interviews and hires all faculty and staff members with the appropriate qualifications.
4. Builds positive public and community relationships.
5. Encourages new methods of instruction and new methods of reporting progress to the parents.
6. Initiates and plans programs related to the varying needs of the students.
7. Administers the budgetary and fiscal programs of the school.
8. Follows the diocesan salary scale in providing raises for teachers.
9. Instructs faculty and staff with regard to fire and safety regulations.
10. Leads the PeaceBuilder® Program among staff, students, and parents.

B. Supervisory

1. Supervises faculty, classroom aides, Development Director, secretaries, cafeteria, and maintenance staff.
2. Ensures the curriculum is implemented in order to meet the needs of the students.
3. Implements the instructional and testing programs according to

- the Diocesan regulations.
4. Supervises the ordering of books and supplies.
 5. Works with District 186 in providing for Title I, Speech and Language and Learning Disability Services.
 6. Oversees, with the Development Director, the Annual Fund Drive and the publication of the Spirit newsletter.
 7. Serves with the Development Director on the Magic-Match Business/Educational Program Committee and the Grant Writing Committee.
 8. Works closely with the school secretary in maintaining accurate school records and files.

VI. Standards for Measuring Performance

- A. Leadership contributes to the development of Christian atmosphere in the school.
- B. Provides a climate and learning environment that is conducive to learning.
- C. Periodic evaluation by the Pastor, School Board and the school staff indicates attention to the schools mission, philosophy, goals and objectives.
- D. Through periodic visitation, Diocesan personnel evaluate the effectiveness of religious, academic and social programs.
- E. Students are happy and well adjusted to the school, show an interest in learning and consider the school an important and necessary part of their lives.