



# Diocese of Fort Worth Position Description

---

**Position:** PRINCIPAL 602070  
**Reports to:** Pastor  
**Location:** Immaculate Conception Catholic School  
2301 N. Bonnie Brae Street  
Denton, TX 76207-1019

**General Position Summary:** The Principal fulfills the mission of the Catholic school by serving as the spiritual, educational, and managerial leader of the school. The Principal is charged with the implementation of the philosophy, mission, objectives, and the overall management of the school. The Principal is responsible for the professional effectiveness of the staff, the educational progress of the students, as well as the relationship within the entire school community.

## **Principal Accountabilities:**

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to the Gospel values by modeling the teachings of the Catholic Church
- Develops a school climate reflecting Catholic identity
- Supports and adheres to the teachings of the Catholic Church, Code of Conduct, and policies and procedures of the Diocese
- Maintains confidentiality regarding school matters
- Communicates effectively with students, parents, and other professionals
- Identifies and affects needed change for school improvement
- Ensures the implementation of a comprehensive curriculum through the use of classical pedagogical strategies
- Supervises instruction and evaluates the overall effectiveness of the academic program
- Ensures that the religious instruction of students meets the guidelines set forth by the Diocese
- Promotes Catholic identity within the school through liturgical celebrations, faith development, integration of Gospel values, and the practice of Christian service
- Oversees ongoing orientation and staff development in both educational and faith development of faculty and staff
- Maintains the accreditation of the school according to TCCED standards
- Oversees the certification of religion teachers according to diocesan policy
- Responsible for the annual school budget and supervises all expenditures
- Oversees development goals and activities and seeks resources and support beyond the school
- Works effectively with the council to establish goals for school effectiveness
- Hires, supervises, evaluates, and terminates all faculty and staff according to diocesan guidelines
- Fosters collaboration between parish(es), pastor(s), and the school
- Maintains current and accurate records according to diocesan and school policy
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students, and staff
- Provides for an orderly school environment and promotes student self-discipline
- Develops faculty and student/parent handbooks in accordance with diocesan guidelines
- Completes and submits all official forms required by the Diocesan Catholic Schools Office, Texas Catholic Conference Education Department, and other public agencies



# Diocese of Fort Worth Position Description

---

- Implements and reviews long-range strategic planning
- Promotes healthy staff morale and professionalism
- Participates in professional development, including diocesan Principal meetings and in-services
- Establishes and implements technology goals for the school

## **Working Conditions and/or Physical Requirements:**

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a full school day
- Required to work in standard school and office conditions
- Required to work in a variety of locations including those with noise, activity, and inclement weather
- Required to lift or carry classroom supplies, textbook, furniture, and equipment to a minimum of 35 pounds-
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading

## **Travel Requirements:**

- Some travel may be required for meetings with the Diocese of Fort Worth

## **Education and Experience Preferred:**

- Must be a practicing Catholic in good standing with a commitment to ongoing formation in catechetical and spiritual leadership development Education
- Master's degree in school leadership, graduate degrees in one of the liberal arts, or graduate degrees or certification in classical education
- Master's degree plus 18 hours in educational administration and supervision courses or a valid, appropriate state certificate for a Principal or the successful completion of an appropriate state certification examination, as outlined in the Texas Catholic Conference Education Department standards Experience
- 3 years of teaching experience in a Catholic school
- 3 years of Catholic or classical school administrative experience.

## **Knowledge and Skills Preferred:**

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of instructional methods/strategies and curriculum differentiation
- Knowledge of child and adolescent development, learning, and behavior
- Knowledge of the content and the methods of religious education
- Knowledge of effective assessment methods
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Able to work independently and self-motivate
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format



# Diocese of Fort Worth Position Description

- Skill in job appropriate technology
- Skill in critical thinking and planning
- Skill in managing conflicts effectively
- Skill in organizational management and delegation of responsibilities
- Skill in using group process skills effectively with various school communities

**FLSA Designation:**

Exempt

**Job Classification:**

Full Time

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a predetermined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

_____ Position Description Approved By	_____ Date
---	---------------

***Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.***