

Principal Job Description

Name: _____

School Name: St. Andrew Catholic School, Fort Worth, Texas

Job Summary:

The principal fulfills the mission of Saint Andrew Catholic School by serving as the spiritual, educational and overall leader of the school. The principal is charged with and is responsible for the implementation of strategies that serve to fulfill the mission and vision of the school.

Essential Job Functions:

- Supports and upholds the philosophy of Catholic education, adheres to the teaching of the Catholic Church, Code of Conduct and policies and procedures of the diocese
- Continually identifies and effects needed change for school improvement
- 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
- Responsible for professional development of all school faculty and staff
- Maintains the accreditation of the school according to TCCED standards
- Responsible for the annual school budget and supervises all expenditures; oversees development goals and activities and seeks resources and support beyond the school
- Hires, supervises, evaluates and terminates all faculty and staff according to diocesan guidelines
- Maintains positive relationships and fosters collaboration with all school stakeholders, including pastor, parents, parish staff and other key constituencies

Important Job Functions:

- 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

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
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Minimum Qualifications

Religion:

- Practicing Catholic in good standing
- Understanding of how a Catholic worldview permeates both curriculum and instruction
- Intentional disciple of Christ, committed to providing a Gospel witness

Education:

- Bachelor's degree
- Master's degree

Preferred Experience:

- 3+ years' experience in a principal role in a Catholic school
- Familiarity with classical education

Knowledge, Abilities, and Skills:

- 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
- 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

Working Conditions:

- 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 Mental/Physical Demands:
- 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
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

FLSA Classification: _____ Exempt _____ Non-Exempt (hourly)

Employee Certification: _____ Full Time _____ Part Time _____ Occasional _____

Stipend Revised: 05/15 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 pre-determined 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.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Application Process

1. Complete the [Culture Index Survey](#)
2. Complete the [Application for Employment](#)
3. Email cover letter, resume, and completed Application for Employment to Katie Rangel (KRangel@fwdioc.org).