

ST. PAUL CATHOLIC CHURCH
Genesee Depot, WI

Position Title: St. Paul School Principal

Position Classification: 12-month, Full time Exempt Position

Primary function of this position

The Principal administers, designs, develops, directs, and evaluates the school's religious and academic programs and provides leadership in faith development, spiritual growth, enrollment growth, and academic excellence. The Principal develops short-term and long-term strategies to attract and retain students and faculty. The Principal is responsible for the supervision of the academic staff. The Principal is accountable to and reports to the Pastor/Parish Administrator.

Working Environment:

The Principal is a full-time salaried professional member of the staff at St. Paul Parish. The Principal works 12 months of the year with four weeks vacation during July, following the St. Paul School calendar and the School District of Kettle Moraine. The work week is 40 core visible hours per week with additional evening and weekend hours as required.

The Principal is accountable for and expected to be present at core school activities. We realize that at some times during the year, there will be a variation from these core hours. This variation needs to be communicated and approved in advance.

Description of major responsibilities, duties, and regular activities

Design programs that foster a Catholic atmosphere in the school and Religious education programs.

- Involves members of the community in prayer and liturgy.
- Oversees the development of a religion program that prepares students to proclaim the Good News and translates this proclamation into action.
- Fosters inter-personal relationships in an atmosphere of Christian love and concern.
- Collaborates with the Religious Education program on spiritual formation of parish children
- Promotes a professional, caring and sharing atmosphere.

Designs a program of studies which emphasizes academic excellence

- Aligns goals to match the school philosophy set by the school community with assistance from School Board.
- Coordinates the development and review of total curriculum that integrates the students' intellectual, religious, social, emotional, and physical growth in light of the gospel message.
- Builds parent communications with faculty and encourages parent-teacher-student interaction to ensure maximum student growth and development.
- Represents the school staff within parish leadership.
- Keeps parents and parishioners informed of school policies, operations and activities.
- Develops and evaluates faculty and staff.
- Organizes and schedules meaningful educational programs.
- Collaborates with the public schools in areas of the school calendar, bus transportation, testing, and title grants.

Directs the ongoing management of the total school program.

- Develops a short-term and long-term strategy to attract and retain students and faculty.
- Recruits, interviews, and contracts for professional teaching and support staff.
- Supervises the daily operation and maintenance of the school.
- Supervises and interacts in school related organizations.
- Ensures cooperation and compliance with state standards and Archdiocesan policies and guidelines.
- Provides a safe learning environment.
- Participates in the development of the school budget and works diligently throughout the year to stay within budget parameters.
- Involves staff, when appropriate, in order to achieve program objectives.

Additional Job Responsibilities will be assigned as required.

Job Requirements:

Bachelor's degree in Education; Masters Degree preferred. At least ten years experience teaching in a school setting with at least 3-5 years as a school administrator/principal. Must have superior communication skills. Highly motivated individual with exceptional interpersonal skills with strong emphasis in public speaking and organizational skills. Preferably, the incumbent would be a practicing Catholic, but awareness of the Catholic faith and education is required.

Technical Skills, Knowledge and Abilities

- Proven understanding of budget and fiscal management processes
- Proven experience in developing staff and directing work of others.
- Demonstrated experience in attracting and retaining students and staff
- Superior written and verbal communication
- Ability to work collaboratively with people of diverse backgrounds and adhere to ethical standards
- Ability to work independently and maintain strict confidentiality.
- Highly proficient in MS Office and database management
- Ability to maintain a flexible schedule, including evenings and occasional weekends
- Ability to research and write grants
- Understanding of the teaching of the Catholic faith and Catholic school operations
- Must maintain proper credentials and certifications.