



DIOCESE OF GREAT FALLS-BILLINGS

P.O. Box 1399 * Great Falls, Montana 59403 * (406) 727-6683

www.diocesegfb.org

Job Description

Great Falls Central Catholic High School Principal

EMPLOYMENT: School Administrator - 12 months/year

A Building Principal is the chief academic officer of the Catholic school to which he/she is assigned, responsible for the academic and spiritual formation of the students, and daily operations of the school. The principal works closely with the building faculty, staff, and parents to achieve a climate and educational program that fosters high expectations of the individual as well as Catholic growth and formation within the school community. The Building Principal reports to the Diocesan Superintendent and pastor (when applicable at a parish school). The Catholic school principal is a full time – year round employment

School Principals Roles and Responsibilities

The Catholic School Principal is the chief academic officer of the school program, as the spiritual, educational, and managerial leader, as outlined below.

Spiritual Leadership:

- *Faith Development*
 - Ensure quality Catholic religious instruction of students
 - Nurture the faith development of faculty and staff through opportunities for spiritual growth
 - Provide opportunities for the school community to celebrate faith
 - Provide time for employee prayer / liturgy
 - Support and fosters consistent practices of Christian service
- *Building a Christian Community*
 - Enhances the Catholic School Identity
 - Foster collaboration between parish(es) and school
 - Promote Catholic community
 - Recognize, respects, and facilitates the role of parents as primary educators
- *Moral and Ethical Development*
 - Facilitate the moral development and maturity of children, youth, and adults
 - Give leadership for achieving the goals of Catholic education
 - Integrate gospel values and Christian ethics into curriculum, policies, and life of the school
- *History and Philosophy*
 - Be knowledgeable and applies the Catholic philosophy of education
 - Develop/Implement statements of philosophy / mission that reflect the unique Catholic school character
 - Know the history and purpose of Catholic schools in the United States
 - Promote the charism of the founding fathers, brothers, and sisters of the school.
 - Utilize church documents and Catholic guidelines and directives

Educational Leadership:

- *Leadership*
 - Apply a Catholic educational vision to the daily activities of the school
 - Be available for consultation
 - Be conscientious in implementing a safe school environment
 - Be consistent in enforcing the handbook rules
 - Be generally positive and cheerful
 - Demonstrate symbolic and cultural leadership skills in developing a school climate reflecting Catholic identity
 - Follow through on decisions

- Identify and effects needed change
- Interpret and uses research to guide action plans
- Maintain composure in stressful and / or unexpected situations
- Maintain professional decorum in carrying out responsibilities
- Promote healthy staff morale
- Provide orientation and in-service according to needs
- Recognize and fosters leadership ability among staff
- Work toward a well-balanced academic / activity school environment for students

· *Curriculum and Instruction*

- Assist employees to integrate Christian principles throughout curriculum and school
- Assist employees with improving instruction, methodologies, and school goals
- Be knowledgeable about instructional materials used in the classroom
- Be open to faculty assessment and development of curriculum
- Demonstrate a knowledge of the content and the methods of religious education
- Demonstrate an understanding of a variety of educational and pedagogical skills
- Demonstrate an understanding of effective procedures for evaluating the learning of students
- Demonstrate the ability to evaluate the general effectiveness of the learning program of the school
- Know of the development stages of children and youth
- Provide for and guides student assessment
- Provide leadership in curriculum development, especially for the integration of Christian values
- Recognize and accommodates the special learning needs of children within the inclusive classroom
- Recognize and provides for cultural and religious differences
- Show concern for meeting needs of students with varying abilities
- Supervises instruction effectively

Managerial Leadership:

· *Personnel Management*

- Be fair and objective in dealing with others
- Be sensitive to the abilities, needs, and interests of the employees
- Conduct regular faculty and staff meetings
- Evaluate staff
- Involve employees in faculty and staff meetings
- Know and applies principles of adult learning and motivation
- Know/apply the skills of organizational management, delegation of responsibilities, and communication
- Maintain communication with school employees, students, and parents
- Manage conflicts effectively
- Provide regular and on-going supervision
- Recruit, interview, select, and provide an orientation for school staff
- Respect confidentiality and safeguards privacy of others
- Support the mission of the school by holding employees accountable
- Use group process skills effectively with various school committees
- Work to achieve high standards and to unify employee expectations

· *Institutional Management*

- Be concerned with maintenance and cleanliness of the school facilities
- Communicate ideas effectively and consistently
- Demonstrate the ability to organize and manage effectively
- Develop and communicate expected routine procedures and practices
- Know civil and canon law as it applies to Catholic schools
- Provide for an orderly school environment and promotes student self-discipline
- Provide materials / resources necessary for employees to succeed
- Recognize the importance of the relationship between the school and religious congregation(s)
- Recognize the importance of the relationship between the school and the diocese office
- Take necessary measures to maintain discipline in the school
- Understand Catholic school governance and works effectively with school councils / committees
- Understand state requirements and government funded programs
- Understand the usefulness of current technologies

· *Finances*

- Demonstrate skill in planning and managing the school's financial resources
- Understand and apply the basic strategies of building and managing the school's annual budget

Education, Experience & Qualifications:

- Active and practicing Catholic with knowledge and understanding of the Catholic faith.
- Master's Degree in Education and a valid certificate to practice as a school principal in the State of Montana.
- Experience in school administration with a preference for Catholic school systems.
- The ability to organize, work collaboratively, accept responsibility as an individual and as a team member, both internally and externally.
- Demonstrate fidelity to the spirit and values of the Gospel and a commitment to the principles and teachings of the Second Vatican Council as these have been updated and implemented by the Church.
- Proven interrelation skills with demonstrated ability in written and oral communication.
- Commitment to personal and professional growth.
- Commitment to academic excellence.
- Ability to see the interrelatedness of this position with all other areas of the school community.
- Ability to foster support and appreciation for the schools through sound practices of public relations.
- Current familiarity with bookkeeping, accounting, and investment theories and practices.

Working Conditions:

- ✓ *Environment*
 - School Building
 - Demanding timelines
- ✓ *Physical Demands*
 - Bending at the waist, kneeling, or crouching, and reaching to retrieve and maintain files and records
 - Reaching overhead, above the shoulders and horizontally
 - Sitting for extended periods

TERMS OF EMPLOYMENT: Twelve (12) month year

Salary negotiated.

Probationary period is 180 days.

EVALUATION: Annually by the employee, Superintendent, and Bishop.

Send Resume & Cover Letter to:

Human Resources

Diocese of Great Falls-Billings

PO Box 1399

Great Falls, MT 59403

or

Email: HR@diocesegfb.org