

## Pope John Paul II Academy Principal Job Description

### Overview of General Duties & Expectations:

- **Academic and Department Standards:** The principal shall establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior. He/She shall manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values, and goals of the school including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. He/She shall ensure compliance with all laws, board policies, and civil regulations.
- **Curricula Review:** He/she shall oversee the development of a Curriculum Committee and keep the Board apprised. He/she shall provide quarterly student grade and behavior reports to parents. He/she shall nurture both students and teachers to achieve their greatest potential academically, instructionally, and spiritually.
- **Academic Evaluation:** The principal shall supervise the instructional programs of the school, evaluate lesson plans, and observe classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning, child growth, and development. The principal shall establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations. He/She shall supervise in a fair and consistent manner. The principal shall oversee the ordering, scheduling, and general administration of standardized tests. He/she shall be responsible for reporting the overall test results to the school Board and student reports to the appropriate parents.
- **School Culture:** The principal shall maintain in the school a spirit conducive to prayer and study. He/she shall provide an atmosphere of piety, obedience, and charity throughout the school day. He/she shall ensure that students and teachers attend scheduled prayers and school Mass days. The principal shall promote a safe, orderly environment that encourages students to take responsibility. He/she shall cultivate a school culture which has a high moral and academic stance, and he/she shall work to heighten morale among students, staff, and parents. The administrative staff shall file all required reports regarding violence, vandalism, attendance, and discipline matters.
- **Academic and Specials' Schedule:** The principal shall establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement, and instructional

goals. The principal shall ensure that the schedule allows for regular attendance of Mass and confessions when possible.

- **Uniform Integrity:** The principal shall enforce uniform policy and appearance policy so as to ensure a school environment that is focused preeminently on spiritual and academic achievement.
- **Professionalism:** The principal shall establish a professional rapport with students and with staff that is premised on respect. He/she shall display the highest ethical and professional behavior and standards when working with students, parents, and school personnel. He/she shall serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. He/she shall encourage all teachers to do the same.
- **School and Child Safety:** The principal shall notify immediately the Board and appropriate legal authorities when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or students appearing to be under the influence of alcohol or controlled substances. The administrative staff shall supervise the exclusion from school of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. They shall assure that the excluded pupil's parents or guardians are apprised of the reason(s) for exclusion. The principal shall denote and supervise a safe recreational facility and play period for the students.
- **Emergency Preparedness and Response:** The principal shall assume responsibility for the health, safety, and welfare of students, employees, and visitors. He/she shall develop clearly understood procedures and provide regular drills for emergencies and disasters.
- **Faculty and Student Evaluation:** The principal shall keep the Board advised of employees not meeting their contractual agreement. He/she shall research and collect data regarding the needs of students, and other pertinent information including the collection of detail regarding the sacraments students have received or for which they are preparing. The principal shall keep the staff informed and seek ideas for the improvement of the school. The principal shall organize and supervise procedures for identifying and addressing special needs of students including health-related concerns, and physical, emotional and spiritual needs.
- **Faculty Communication:** The principal shall conduct faculty meetings as necessary for the proper functioning of the school.
- **School Presence:** The principal shall maintain visibility with students, teachers, parents, and the Board. He/she shall communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship when assisting the students in

the school. He/she shall use excellent written and oral English skills when communicating with students, parents, and teachers. The principal shall maintain positive, cooperative, and mutually supportive relationships with staff, parents, and the school Board. He/she shall attend required committee meetings (e.g. fund-raising, curriculum, etc.) and other school sponsored functions and religious events (e.g. First Communion, sports events, etc.).

- **School Supplies and Maintenance:** The principal shall establish and maintain an effective inventory system for all school supplies, materials, and equipment. He/she shall establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and temperature. The principal shall oversee the inventory and ordering of school books and classroom supplies. The Board shall provide the principal with a budget for these supplies, and the principal shall report when there is a need or money has been spent on these items.
- **School Report:** The principal shall complete in a timely fashion all records and reports as requested by the Board. He/she shall maintain accurate attendance records. He/she shall communicate with the Board regularly about the needs, successes, and general operation of the school. The principal shall establish procedures for safe storing and integrity of all public and confidential school records. He/she shall ensure that student records are complete and current. The principal shall protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- **Additional Duties:** The principal shall perform any duties that are within the scope of employment and certifications, as assigned by the Board and not otherwise prohibited by law or in conflict with contract.

### *Principal Tasks at a Glance*

- Leading Teacher In-Services
- Student Discipline
- Teacher Observations & Evaluations
- Reporting Maintenance Issues
- Maintaining Security Protocol
- Communicating and assisting with the School Board
- Communicating and assisting with the Parent-Teacher Organization
- Overseeing the Sports Administration (delegating an appointed sports admin)
- Assisting with the recruitment of students and the admissions process
- Updating Website and Facebook pages
- Assisting with teaching classes when possible

- Designing the school's academic calendar for the year (approved by school board) and establishing an academic schedule for classes and teacher assignments
- Sending out regular communication to parents, teachers, and school members on school happenings
  - Leading regular staff meetings
- Overseeing that the after-school program is run effectively
- Overseeing that student academic needs are met, particularly evaluating students with special needs and ensuring that students are meeting the school's high academic standards.
- Oversee the compilation and transmission of student report cards.