



**Diocese of Knoxville Catholic Schools
Sacred Heart Cathedral School**

Job Description

<i>Title</i>	<i>Classification</i>	<i>Reports to</i>
Principal	Exempt-Administrative	Superintendent

The Principal is responsible for the leadership and administration of Sacred Heart Cathedral School, a preschool through grade eight co-educational school. The school is guided by a clearly defined mission that embraces Catholic identity and seeks to form the whole child. Rooted in Gospel values and centered on the Eucharist, SHCS is committed to faith formation, academic excellence and service. The Principal strives to provide a learning environment that furthers this mission and is rich with opportunities for students to be prepared for life in today’s Church and society. The rigorous curricular and co-curricular activities promote instructional and spiritual formation in the beliefs, values and traditions of the Roman Catholic Church.

PURPOSE OF POSITION: The Principal serves in the overall administration and leadership of the Catholic School by:

- Articulating and embodying the mission and vision of the school
- Engaging the school community to ensure a school culture that embodies Sacred Heart’s mission and vision
- Cultivating a safe, healthy, supportive environment and culture that synthesizes the intellectual, physical, social, emotional, and spiritual development of the students
- Recruiting, mentoring and developing excellent, professionally qualified personnel
- Collaborating with the pastor, superintendent and governing body to provide the infrastructure or programs and services that ensures the operational vitality of the school
- Supporting networks of collaboration at all levels within the school community to advance excellence
- Leading continuous improvement of curriculum and instruction and utilizing school-wide data to plan for continued and sustained academic excellence and growth
- Implementing a robust school curriculum based on the Diocese of Knoxville standards and expectations
- Communicating school initiatives and/or changes in school programs to all stakeholders
- Managing fiscal and human resources responsibly and equitably under the guiding principle of Church stewardship
- Facilitating positive school and community relations

EDUCATION REQUIREMENTS:

- Minimum of a Master’s degree
- Recommended minimum of three years’ experience as a school administrator
- Minimum of five years’ teaching experience
- Hold or be able to obtain a valid license by the State of Tennessee in the area of School Administration/Leadership or a comparable degree that meets diocesan standards for school administration

MAJOR RESPONSIBILITIES:

Faith Formation and Catholic Identity:

1. Be accountable to the Pastor and Superintendent in matters that pertain to faith development
2. Faithfully witness to the love of Christ and the teachings of the Catholic church
3. Faithfully steward the charism, mission and vision of the school, ensuring that Christ is the center of all curricular and co-curricular programs

4. Assist the pastor as the spiritual leader in the school community
5. Provide spiritual retreats and other spiritual experiences for the faculty and staff on a regular and timely basis
6. Collaborate with the parish staff and faculty members to assist parents in their role as the primary educators of their children in faith
7. Use standards adopted across the curriculum, and include integration of the religious, spiritual, moral and ethical dimensions of learning in all subjects according to Catholic Catechism and Doctrine and social teaching
8. Collaborate with the parish, diocese, and other Catholic organizations to facilitate service learning and opportunities for parents and students to grow in their knowledge and practice of the faith
9. Implement student discipline code that is fair, consistent and based on a Christ-like approach to discipline
10. Maintain compliance with diocesan policies concerning religious certification, catechetical training, and keeping children safe policies
11. Be a leader in visibly supporting the faith life of the school community
12. Provide liturgical opportunities and experiences for faculty, staff and students
13. Foster collegial relationships with and among school leaders, teachers, staff, and others within the school community
14. Practice the principle of subsidiarity to support a collaborative environment for all stakeholders
15. Promote positive interpersonal relationships with all stakeholder groups: parents, faculty, students, and community

Strategic Planning/Administrative

1. Be accountable to the diocese for all matters that concern the operation of the school
2. Cooperate with the Diocesan Superintendent of Catholic Schools in whatever manner is expected for the proper functioning of the school and for the supervision of personnel, students and programs
3. Administration of the policies and regulations of the school as outlined by the Diocese of Knoxville Policies and Procedures and the State of Tennessee
4. Ensure a process of continuous improvement is maintained by adhering to accreditation standards and protocols
5. Establish an organizational structure for community engagement in the accreditation evaluation process
6. Engage in financial planning in collaboration with the Pastor and Superintendent
7. Through a collaborative budget process, create and maintain the school budget by delineating revenue and expenses
8. Compile information and coordination of short and long-range planning
9. Develop and implement the school's strategic improvement plan
10. Oversee the utilization of federally funded Title programs by collaborating with the Local Education Agency (LEA) and the Catholic Schools' Office
11. Meet administrative deadlines concerning official school reports, accreditation reports or other administrative documentation required from the school
12. Maintain all school files in a professionally organized manner, including personnel files and student records
13. Hire, coordinate, evaluate and supervise all faculty and staff
14. Coordinate personnel, student groups and other members of the school community in developing curricular and co-curricular programming, assuring integration with the academic life of the institution and encouraging student personal growth and development
15. Maintain a Code of Conduct and Honor to promote discipline throughout the school so that quality teaching and learning may take place
16. Help establish a student culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, and exercise leadership
17. Provide leadership in and is responsible for the development, implementation and evaluation of policies and regulations pertaining to school life, especially those related to academic progress, student conduct and student co-curricular activities

18. Responsible for the safe operation of the physical plant and the general welfare of all students, staff, parents, and patrons on or about the school site
19. In collaboration with the pastor, supervise the facilities of the school, ensuring a campus that is properly stewarded and well-maintained
20. Oversee all constituent budgets of the school, including the Cafeteria, Little Eagles, the Preschool, Club Eagle and the Athletics department
21. Have oversight and decision-making with respect to all vendor relationships and budgets related to the operation of the school, including but not limited to cleaning and school lunches and collaborate with the Pastor to oversee vendor relationships that impact both Parish and school
22. Complete written compliance reports as required for State, Diocesan or Federal agencies
23. Promote positive school-community relations through various forms of communication

Curriculum and Instruction:

1. Assist the faculty in integration of the Catholic philosophical and social principles in the curriculum
2. Implement a rigorous curriculum that meets or exceeds diocesan requirements
3. Identify professional development needs and provide for continuous ongoing professional development
4. Implement a new personnel orientation/mentoring program for ongoing personnel development of new faculty members
5. Facilitate a comprehensive standardized assessment program and maintain records of assessment data
6. Ensure student data is used for continuous improvement of individual and school-wide goals
7. Evaluate personnel on effective practices utilizing the diocesan approved evaluation model
8. Monitor lesson planning and instructional planning to ensure compliance with curriculum expectations
9. Oversee teachers to maintain licenses to meet the State Department of Education certification policies and diocesan standards
10. Coordinate teacher and student schedules to promote maximum learning and minimize conflict
11. Monitor student achievement and progress
12. Facilitate and promote the use of student performance data with all teachers to make instructional decisions
13. Encourage differentiation to meet the needs of students with varying talents and abilities
14. Participate in student support teams to identify concerns with individual student progress and to develop a prescriptive plan of action for improvement and foster collaborative relationships between resource teachers and colleagues
15. Collaborate with instructional leaders to identify and acquire appropriate educational resource materials such as textbooks, technology, and other instructional resources
16. In keeping with the school's mission to educate the whole child, ensure robust, mission-based co-curricular opportunities in athletics, technology and the arts

Communication and Public Relations

1. Communicate to the progress in the implementation of school policies, programs, curriculum development, evaluation and other school matters
2. Update the Advisory School Board on current educational trends, issues, problems and other matters that may be useful to them
3. Work with the Advisory School Board to communicate the strategic plan and direction of the school as well as the periodic maintenance and revision of the Board's by-laws
4. Establish and Collaborate with a parent and school organization, the Home and School Association, to communicate Home and School activities, events, fundraising activities and volunteer committees
5. Provide channels for communication and the dissemination of information
6. In conjunction with the school educational support services staff, alert parents to the special needs and or learning difficulties of their children
7. Inform parents and all stakeholders of events, programs, and other school-related information
8. Represent or provide a representative (s) for the school to outside agencies as is necessary

9. Provide opportunities for parent/teacher conferences, parent meetings, and other activities regarded as necessary for the development of family life and parenting and a strong partnership between home and school
10. Collaborate with Pastor, Admissions Director, Development Director, or others to actively market the school for new students, additional resources, or other needs
11. Cultivate donor relationships built on trust, proper stewardship and the promotion of the school's mission
12. Pursue strategic community partnerships to advance the profile and mission of the school

SKILLS AND ABILITIES:

- Excellent interpersonal skills
- Ability to communicate clearly and concisely both in written and oral form and effectively communicate/present information to various stakeholders
- Ability to read, analyze, interpret data, general business periodicals, professional journals, technical procedures, or government regulations
- Ability to write reports, business correspondence and procedural manuals
- Ability to define problems, gather, analyze and synthesize data, establish facts, and draw conclusions
- Ability to appropriately discipline students, manage conflict with parents and to resolve faculty and staff disagreements or conflict with wisdom and grace
- Commitment to a Catholic philosophy of education
- Participate in professional organizations and on-going professional growth and development opportunities
- Maintain knowledge in current, professional literature, research, trends and technology
- Maintain proficiency in technology

PHYSICAL DEMANDS OF POSITION:

- Must be able to sit or stand for long periods
- Must be able to move around the school quickly
- Must be able to reach with hands and arms
- Should be able to stoop, kneel, crouch, or crawl
- Employee may occasionally lift/and or move up to 50 pounds
- Specific vision abilities required include close vision such as to read handwritten or typed material, and the ability to adjust focus, as well as, distance vision for supervisory purposes
- Demands of the extended workday require a high level of physical and mental endurance
- Should be able to handle and balance multiple demands at one time