ERIE CATHOLIC SCHOOL SYSTEM (ECSS)
JOB TITLE: PRINCIPAL
REPORTS TO: PRESIDENT
POSITION STATUS: FT AND EXEMPT

Position Summary:
The Catholic School Principal is a dynamic educational and spiritual leader of the school, dedicated to the development of the whole child, the teaching of the Catholic faith with a focus on Jesus Christ and the integration of faith with daily living. The Catholic School Principal is committed to working within a network of Catholic schools, collaborating closely to provide a challenging, academically superior, faith-based education in an environment that promotes Catholic values and nurtures Faith Formation. Our goal is to develop students who will improve the communities in which they live through a close relationship with Jesus Christ and the ability to use their potential to the fullest.

Required Qualifications:
- Practicing Catholic in good standing with the Catholic Church
- Valid and active Pennsylvania Administrative Certificate (applications from out of state candidates within one year of completion will also be considered.)
- Master's Degree with graduate work in curriculum, instruction, supervision or another related field.
- Required clearances

Desired Qualifications:
- Experience using data to make informed decisions about student achievement
- Experience in leading professional development opportunities and programs.
- Experience supervising classroom instruction
- Five years of experience as teacher or administrator in a Catholic school preferred.

Essential Functions and Responsibilities:

Strategic and Cultural Leadership
- Establish, promote and maintain a collaborative school culture that supports the education of the whole child and nurtures the faith formation of the students, faculty and staff.
- Articulate a clear vision of the school's unique Catholic school culture.
- Involve staff and other stakeholders in interpreting multiple data sources to drive decision-making.
- Set goals related to mission, vision, and academic excellence. Create a process for goal setting, measurability and teacher collaboration relative to this process.

Systems Leadership
- Ensure the existence of proper processes and systems that create an effective working environment that supports the integration of our Catholic mission with academic achievement for our students.
- Develop and effectively implements and maintains high expectations for a high performing, high quality staff as well as clear structures for students and staff.
- Communicate openly and effectively.
- Comply with all school, system, CSO, Diocesan, PDE, State and Federal rules, regulations and mandates.

Leadership for Learning
- Provide leadership based on best practices for aligning curriculum, instruction, assessment, and data.
- Focus on developing teacher effectiveness to ensure high quality instruction.
- Set high expectations for students.
- Work with faculty, staff, school community, and the other System and Diocesan schools to ensure that education focuses on the whole person - the physical, moral, social, and intellectual talents of each student.

Professional and Community Leadership

- Act with integrity, fairness, and in an ethical manner.
- Promote parent/guardian involvement.
- Ensure a voice for stakeholder representation.
- Promote and supports professional development.

Mission and Catholic Identity Leadership

- Ensure that the school addresses the development of student skills in the four areas of evangelization, education, worship and socialization.
- Ensure that the Religion curriculum, instruction, and Religion teachers meet standards set by the Diocese of Erie.
- Ensure that students, faculty and staff have regular opportunities for faith formation, participation in liturgy, communal prayer, and service projects that support Catholic and other Diocesan approved agencies and efforts.

Performance Factors/Job Competencies:

- Must be flexible and able to tolerate many situations and personalities.
- Must be able to sit at desk or stand for extended periods of time.
- Ability to create and manage appropriate computer applications necessary for school management.
- Must be able to organize and maintain programmatic files.

Work Environment:

This job operates in a school office environment. This role routinely uses standard office equipment with a majority of the time utilizing computers to complete daily tasks. Due to occasional travel outside of the home office, candidates are required to have a vehicle and valid driver's license – or other form of transportation - to attend job related duties, meetings, seminars, and trainings.

Physical Demands: (% of time)

Standing/Walking: Frequently (>50%)
Sitting: Often (>40%)
Lifting: 0-20lbs. Occasionally (<20%); 20-50 lbs. Occasional (<20%); Over 50 lbs. Rarely (<10%)
Travel: Occasionally (<10%)
Pushing/Pulling: Occasional (<20%)
Manual Keying/Data Entry: Often (30-60%)

Property and Confidentiality Requirements:

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above is the property of the Catholic School. It may not be used for personal profit or gain and will be relinquished to the Catholic School upon termination of employment. In addition, the person employed in this position shall maintain confidentiality about the personal and private information about students, faculty and staff, programs and services, and any other proprietary information accrued as a result of the Catholic School employment or as required by state or federal laws and regulations.

Note: **This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may be assigned or changed at any time with or without notice.**

Qualified candidates must be able to perform the essential job functions with or without reasonable accommodations. It is the responsibility of the candidate to inform the President of any and all reasonable accommodations that will be required. The Erie Catholic School System of the Diocese of Erie is an equal opportunity employer, educational, and service organization.

General Sign-off: ***The employee is expected to adhere to all company policies while employed.*** By signing below, the applicant and/or employee attests to their ability to perform the functions of this position.

Signature:_____ **Date**_____