

POSITION NAME: Principal REPORTS TO: Pastor	SCHOOL: St. Francis of Assisi Catholic School
	EFFECTIVE DATE: August 1, 2024 - June 31, 2024 (220 Days)

GENERAL STATEMENT OF DUTIES: The principal collaborates in the effective operation of a Catholic education program by supporting the goals and spirit of Catholic education in general and the school programs in particular; ensuring an effective instructional program; continuing in professional growth; encouraging student educational growth.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

A principal is expected to have competencies in the following major areas.

I. COMMUNITY OF FAITH

- A. Supports and implements the mission/philosophy of Catholic education and the school
- B. Gives evidence of lived Gospel values
- C. Participates in building faith community

II. INSTRUCTIONAL PROCESS

- A. Strong communication and organizational skills
- B. Verifies evidence of prior planning and preparation by classroom teachers
- C. Evaluates teacher instructional skills and whether a teacher presents classes clearly and effectively
- D. Provides for individual differences of teachers and students in the school
- E. Demonstrates ability to motivate students and staff
- F. Maintains an atmosphere conducive to learning in both the physical environment and the learning atmosphere
- G. Knows and uses technology appropriately in and during instruction and the operation of the school
- H. Able to recognize and appoint competent people to positions of leadership

III. INTERPERSONAL RELATIONSHIPS

- A. Works cooperatively with staff, parents and parish
- B. Works closely with the Pastor and Administrative team
- C. Demonstrates and maintains positive interpersonal relations with students, teachers, and parents
- D. Self-motivated and able to accept criticism and grow as a result

IV. PROFESSIONAL RESPONSIBILITIES

- A. Maintains a professional manner in the school and other related settings
- B. Follows and enforces all school procedures and policies
- C. Demonstrates professional responsibility and leadership
- D. Attends the Parish and Finance Council meetings

- E. Have a good knowledge of school finances
- F. Willing to market the school and engage with the public in both the community and parish
- G. Reports any knowledge or suspicion of child abuse as required by law
- H. Delegates extra assignments and supervisions (e.g. lunch, playground, and/or dismissal)
- I. Organizes and directs all faculty meetings, in-services, and other meetings and events as needed
- J. Is responsible for the care and use of instructional materials, equipment, and school facilities
- K. Coordinates fire and earthquake drills and all emergency procedures and practices with staff and students regularly
- L. Provides necessary documentation for personnel file for all staff
- M. Follows directives regarding collection of monies by diocese

V. PROFESSIONAL GROWTH

- A. Keeps abreast of developments in curriculum and methodology
- B. Interacts with colleagues to further professional growth
- C. Takes advantage of opportunities for professional improvement
- D. Completes necessary work toward obtaining and/or maintaining a valid administrative license

MINIMUM QUALIFICATIONS

Holds a valid administrative license as set forth by Oregon Teacher Standards and Practices Commission.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle, and perform repetitive motions of the hands/wrists. The principal must be able to stand and/or sit for extended periods. May need to climb stairs and lift, carry, push and/or pull items up to 50 pounds. Must be able to respond effectively to emergency situations.

WORKING ENVIRONMENT

Work is usually performed in the school within the time frame established by the parish and principal. The principal is occasionally required to attend evening meetings and may oversee field trips and other special events as appropriate.

SUPERVISION

Exercises working supervision over teachers, students, Instructional Assistants and volunteers as necessary.

SALARY AND BENEFITS

Pay: \$110,000 and bonus based on performance and enrollment

Benefits:

- Health Insurance
- Dental and Vision Insurance
- 403 (b)
- Disability Insurance (option to buy in at employee's expense)
- Life Insurance (option to buy in at employee's expense)

Any offered salary is determined based on internal salary ranges, market data, applicant's skills and prior relevant experience, degrees and certifications.

APPLICATION

To apply, please send your letter of interest, resume, and references to hiringleetee@saintfrancisschool.net or visit <https://www.saintfrancisschool.net>.

Applications must be received by March 31, 2024.