**Our Lady of Consolation Catholic School**

**Rockford, MI**

Principal Job Description

# Principal

The Office of the Principal has as its primary purpose to provide overall leadership for Our Lady of Consolation Catholic School (“School”, “OLC”) in order to achieve the fullest attainment of the School’s unique Catholic mission. The Principal is appointed and is delegated authority by the Pastor of the Our Lady of Consolation Parish (“Parish”), a Parish of the Diocese of Grand Rapids (“Diocese”) They act as the chief operating and educational officer for the School with the guidance of the School Board in the implementation of goals and policies. As overall leader, the Principal bears ultimate responsibility for the integration of faith and learning within the School, for successful academic and student programs, and for effective management of the business and development affairs of the School. The Principal acts as the primary liaison between the School and the School Board, the Diocese of Grand Rapids and the broader community. The Principal works closely with the Pastor and the Pastoral Team for coordination of School and Parish functions. The Principal is ultimately responsible for the successful overall operation of the School as accomplished through effective delegation of responsibilities to the faculty, staff and volunteers.

## Accountability

* Hired by the Pastor in consideration of the Board’s recommendation and with the approval of the Superintendent of Catholic Schools.
* Reports to the Pastor and is evaluated by the Pastor or his designee (Board Chair) according to the process established by the Superintendent of Catholic Schools.
* Accountable to the Pastor/Canonical Administrator, Our Lady of Consolation Parish and in certain matters (where diocesan policy and direction are concerned), to the Superintendent of Catholic Schools, Diocese of Grand Rapids.
* Accountable to the School Board for the areas of responsibility delegated to the Board by the Pastor and the Diocese according to the Governance Models approved on June 27, 2011.

## Member of

* Parish Administrative Team, and a member ex-officio of the School Board and all School groups and committees.

# Responsibilities

## Faith Community Affairs

* In consultation with the Pastor, the Diocese and the School Board, ensures the continuation of the School's Catholic identity in accordance with the unique mission of the School and teachings of the Roman Catholic Church.
* Coordinates the faith community affairs and religious instruction programs of the School with the faculty and the Parish Director of Religious Education.
* Oversees the development and enhancement of faith community affairs and the integration of faith with the learning process through direct involvement in faculty/staff retreats, student retreats, days of recollection, service programs, the religious instruction program, liturgies and paraliturgical services, etc.
* Ensures that students, faculty, alumni/ae, and parents are all involved in the faith life of the School.

## Academic Affairs

* Ensures overall quality of the early child care, preschool, elementary, and middle school academic programs and policies.
* Employs and retains all instructional personnel for the School.
* Coordinates the assignment, observation, clinical supervision and performance appraisal of all instructional personnel.
* Provides for a program of staff development including individual plans necessary for continued accreditation and advancement, and an annual calendar of offerings consistent with emerging program needs.
* Conducts regular faculty meetings providing for faculty input to the agenda and for the timely distribution of meeting minutes.
* Plans and supervises the implementation of the instructional program with the faculty (i.e., curricular planning and evaluation, faculty and staff assignments and clinical supervision, formative and summative evaluation of instructional personnel, scheduling, calendar development, etc.).
* Leads technology planning and ensures implementation of the instructional technology program and the integration of technology into the curriculum.
* Supervises and meets regularly with the School counselor.
* Ensures quality student counseling programs and student record-keeping in conjunction with the counselor.
* Supervises the School-wide testing and assessment programs.
* Shares appropriate information concerning pupil progress and interprets test scores to parents, faculty, the Parish School Board and others.
* Assigns substitute teachers as necessary.
* Stays informed on current educational research and Catholic education.
* Delegates responsibility for the smooth operation of the School in the absence of the Principal to a designated lead teacher.

## Student Affairs

* Ensures the overall discipline of students in conjunction with the faculty.
* Handles student disciplinary matters as referred by the faculty in a firm, fair and consistent manner and helps students identify alternative behaviors.
* Communicates with parents regarding discipline of students as necessary and according to School policy.
* Schedules all student supervision assignments of faculty.
* Oversees the planning of co-curricular and extra-curricular activities.
* Employs, supervises, evaluates and retains the Athletic Director (or volunteer AD).
* Works closely with the Athletic Director regarding scheduling of elementary School athletic events and facilities usage.
* Ensures the development of student activity and athletic policy, eligibility requirements and expectations of coaches and staff.
* Oversees the supervision and evaluation of student activity advisors and coaches.
* Ensures the School’s compliance with the Dallas Charter for the Protection of Children and Young People.
* With the assistance of the faculty, annually updates parent, student, faculty and staff handbooks.

## Business Affairs

* Works closely and cooperatively with the Parish/School Business Manager.
* Executes all School policy on business affairs consistent with the policies of the School Board, the Diocese of Grand Rapids and the mission and goals of School.
* Provides overall leadership for responsible financial stewardship and appropriate financial reporting to the Diocese, School Board, and governmental agencies as appropriate through the Parish/School Business Manager.
* Prepares the annual budget for the School with the Parish/School Business Manager and School Board (Finance Committee).
* Ensures that technology for the business, record-keeping, communication and Web presence of the School are in place and up-to-date.
* Employs, supervises, evaluates and retains non-instructional personnel for the School.
* Ensures appropriate supervision and evaluation of non-instructional staff.
* Ensures that the School maintains a safe, secure environment.
* Supervises food services for the School through the contract food services provider.
* Supervises transportation services for the School.
* Approves all contracts which obligate the School in conjunction with the Business Manager and Pastor/Canonical Administrator.
* Supervises and ensures the accurate and timely completion of all documents, reports, forms and records as required by the Diocese, state, and other regulating agencies or constituents.
* Handles legal affairs for the School in conjunction with the Parish and the Diocese.

## Development Affairs

* Leads a comprehensive program to market the School for image, enrollment and resources.
* Serves as chief public relations officer for the School ensuring appropriate communication to its various publics through a comprehensive communications/marketing plan.
* Plans, manages, and implements development initiatives with the Development Committee of the School Board and volunteers.
* Participates directly in the cultivation of major donors and solicitation of major gifts for the School.
* Coordinates student recruitment and retention with the assistance of the faculty, Marketing Committee of the School Board and satisfied parents as volunteers.
* Coordinates registration, acceptance and placement procedures for students.
* Reviews and approves all fund-raising and development initiatives and activities for the School.
* Ensures good relations and involvement with the alumni community.

## School Board Relations

* Serves as administrative officer to the School Board.
* Serves as liaison between the School community and School Board.
* Serves as liaison between the School Board and the Diocese of Grand Rapids (owner) for the School.
* Coordinates with the School Board, a process of School improvement and long-range strategic planning.
* Ensures that School Board in-service is conducted regularly on normative areas of governance responsibility.
* Works with the School Board in formulating School policy and supervises implementation of policy in the School.

## Liaisons

* Represents the interests of the School on Diocesan, local, regional, state and national associations, agencies, etc.
* Responsible for close liaison with School parent organizations.
* Serves as the chief representative of School in all dealings with educational, civic, and Diocesan communities.
* Responsible for liaisons with School parent organizations (i.e., Parent Association, Athletic Association, Boosters, etc.).
* Submits to an annual performance evaluation by the Pastor (supervisor) in consideration of the School Board’s recommendation and according to the process established by the Superintendent of Schools.
* Performs additional duties as assigned by the Pastor or Superintendent.