



DIOCESE OF LANSING
M I C H I G A N

ELEMENTARY SCHOOL PRINCIPAL Ministry Description

ACCOUNTABILITY: Reports to Principal

**SUPERVISORY
RESPONSIBILITY:** Supervisor

FLSA STATUS: Exempt

HOURS: Full-time

GENERAL SUMMARY: The mission of the schools of the Catholic Diocese of Lansing is the mission of Christ and of his Church — to educate and form young people as disciples who reach their full spiritual, academic, emotional, and physical potential. The schools are to be prayerful communities of witness, evangelization, and discipleship, where the distinctively Christian way of life is modeled, taught, and lived. In every respect the schools are to be grounded in truth and Christ who is the Truth.

The principal is the leader of a community of administrators, faculty, staff, volunteers, parents, students, benefactors, and friends. The principal is the close collaborator of the pastor or, if a regional school, with the pastors of the region.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Facilitator of the school community of faith

- Involves members of the community in regular prayer and liturgy.
- Gives priority to distinguish the Catholic identity of the school.
- Fosters quality interpersonal relationships in an atmosphere of Christian love.
- Establishes a service-oriented culture for students and teachers.

Director of professional growth and development of teachers

- Represents school staff within parish leadership.
- Communicates regularly with faculty.
- Recruits, interviews, and contracts with staff persons, teaching and non-teaching positions.
- Provides for growth and development of staff through regular observation and evaluation.

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Educational Leader

- Facilitates development/review of total curriculum that integrates the students' intellectual, religious, social, emotional, and physical growth in light of the Gospel.
- Encourages partnerships between parents, students, and teachers toward the holistic education of the student.
- Displays experience and enthusiasm for the teaching profession.

Administrator

- Supervises daily operation and maintenance of the school.
- Ensures compliance with the state requirements and those of the Diocese of Lansing.
- Provides a safe learning environment for the teachers and children.
- Initiates and/or actively participates in the long-range planning for the school and/or parish.
- Actively participates on all required local education and/or parish committees.
- Effectively and openly communicates the school's values, needs, efforts, and accomplishments to the community.

KNOWLEDGE, SKILLS, AND ABILITIES

<u>Education:</u>	Master's degree in education administration or equivalent.
<u>Experience:</u>	Minimum five of years of teaching experience.
<u>Require:</u>	Certified to teach in Michigan. Attend after-school functions as necessary.
<u>Physical Demands:</u>	While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, bending, and lifting while working with children.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

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