

MINISTRY PROFILE

- Position:** School Principal at St. Thomas More
- Reports to:** GRACE President
- Primary Job Objective:** The Principal is the spiritual, educational and administrative leader of the school. The Principal provides the Catholic instructional leadership necessary for the school to fulfill its mission and to grow as a faith and learning community.
- Qualifications:** The Principal must be a practicing Catholic, with a master's degree including course work in school administration. The Principal must be certified by the State of Wisconsin or be certified within three years of the date of hire. Bilingual (Spanish) preferred.

I. Essential Job Responsibilities:

To perform this job, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Catholic Identity

- Models the personal and professional lifestyle of a believing, practicing Catholic.
- Understands, represents, commits to and implements the unique Catholic mission and values of the school and GRACE.
- Ensures the Catholic dimension of the school is developed and promoted among students, faculty, parents and community.
- Utilizes a cultural approach to embracing our Catholic mission.

B. General Administration

- Reports directly and is accountable to the GRACE President.
- Is accountable to the GRACE Board of Trustees.
- Recruits, recommends for employment, supervises and evaluates those personnel assigned to the individual campus in consultation with the GRACE President. Ensures compliance with the *Protecting Our Children* program with all staff and volunteers.
- Ensures program quality by implementing GRACE goals and policies, including accreditation.
- Manages the school by supervising personnel, overseeing budget, keeping records, doing short and long range planning, scheduling activities and performing other related duties.
- Coordinates the school's recruitment marketing program.
- Works with the sponsoring parish to coordinate maintenance to ensure that the site is a safe and clean environment in which to learn and work.
- Seeks to resolve stressful situations to strengthen the community.
- Promotes the growth of the school community through personal contacts, public appearances, and engaging their staff in community outreach.
- Works with the SAC (Site Advisory Council) to implement marketing and fundraising programs to grow enrollment and meet annual fundraising goals.

C. Instructional

- Integrates Catholic faith principles and culture into every aspect of the school.
- Establishes and implements curriculum, subject to GRACE and diocesan goals.
- Evaluates the results of testing programs and provides input to GRACE on the impact to affected school programs.
- Provides ongoing monitoring of school programs.
- Creates school improvement plan in conjunction with community stakeholders.
- Implements, monitors and reports on the school improvement plan.
- Collaborates with GRACE and others to develop short and long term goals with specific evaluation procedures.

D. Students

- Promotes quality education and access for children to achieve academic potential and growth in the Catholic faith.
- Administers on-going assessment of the religious, academic, social, physical and emotional growth of students.
- Communicates results of assessments to parents/guardians.
- Applies discipline procedures consistent with the school's Code of Conduct.
- Seeks and utilizes resources to meet student needs.
- Understands and advocates for the needs of a bilingual, bicultural student body.

E. Leadership

- Serves as leader and/or resource to school organizations, diocesan committee and community groups.
- Creates open and active communications between the school and the school community, utilizing all available tools.
- Schedules school calendars with local events as much as possible.
- Promotes school and Catholic education in the community through marketing and development.
- Supports the GRACE leadership team and the GRACE Board of Trustees.

F. Professional Development

- Ensures professional development of staff by working with other GRACE Principals, president and diocesan staff to plan and implement regular and on-going staff development programs.
- Participates in diocesan educational, religious and administrative in-services and other applicable conferences.
- Participates in academic courses, workshops and professional organizations (i.e., DASA, NCEA).
- Stays current in educational and administrative best practices.

G. Other Duties as Assigned

II. Work Environment:

- A.** Frequently required to work outside regular school hours with some flexibility in hours.
- B.** Required to meet deadlines under pressure during frequent disruptions of daily schedule.
- C.** Required to attend activities outside the work site.

For more information about the school please visit: <http://www.stmoregb.com/>