

Catholic School Principal

Holy Spirit Catholic School, Pocatello, ID

Holy Spirit Catholic School in Pocatello, ID is seeking a principal to start in August 2020. The principal provides spiritual leadership for the school community, preserving and promoting the school's mission as a Catholic school, in particular promoting/enhancing Catholic Identity as outlined in the Western Catholic Education Association accreditation protocol. The principal also provides visionary and strategic leadership and personally promotes the success of all students and staff by participating in the development, articulation, and stewardship of a vision of learning that is shared and supported by the staff, students, parents, and parish as a whole. This includes implementation of the WCEA accreditation action plan and the school's strategic plan. The principal is also the instructional leader, promoting the academic success of all students, and the professional growth of all staff, by ensuring a unified vision and integration of the total school program. The principal is the primary provider of management and organizational leadership. In collaboration with the pastor and the school board, the principal acts to promote a safe, efficient, and effective learning environment, and manages the organization, operation, and resources for the success of all students and staff.

The selected candidate must have a Master's Degree and possess, or be able to obtain, certification as an administrator through Idaho State Department of Education. The candidate should be able to demonstrate successful experience as a classroom teacher or school counselor/building administrator.

Review of the applications will begin on March 2, 2020.

Instructions for Submitting Applications for Principal

The following documents should be completed and returned to the address listed below.

1. A cover letter explaining your interest in a principal position in the Diocese of Boise
2. Current resume
3. Copy of Idaho or out-of-state administrator license(s)
4. [Diocesan Application](#)
5. A short essay on each of the following:
 - a. Pocatello, Idaho has several charter and other private/religious school options. As principal, what would you do to differentiate Holy Spirit Catholic School from the other schools in the area and increase enrollment?
 - b. Holy Spirit Catholic School went through a successful accreditation visit in 2018. The school has an Action Plan, focused on student learning, from this visit. The school needs to develop a long term (3-5 year) strategic plan that encompasses facilities and business aspects of the school. How would you work to create this plan?
 - c. With the current influx of Latinos in our Church, how would you reach out to Latinos in your area to encourage them to enroll in your school? How would you handle any questions from current staff and parents as you try to make the school more multicultural?
6. Three letters of recommendation from:
 - a. Pastor or religious superior
 - b. Immediate past employer
 - c. One other professional reference

Completed application packets should be emailed to:

Dr. Sarah Quilici
Superintendent of Catholic School
squilici@rcdb.org
(208)350-7550

Job Description

CATHOLIC ELEMENTARY SCHOOL PRINCIPAL

APPOINTED BY:	Priest
RESPONSIBLE TO:	Priest; School Advisory Board; Superintendent of Schools
COLLABORATES WITH:	Pastoral Staff; Other School Principals
STATUS:	Full Time; Exempt

Vision:

The School Principal serves to promote the operation of a Catholic school system which reflects the highest ideals of Catholic education.

Definition:

The Principal provides spiritual leadership for the school community, preserving and promoting the School's mission as a Catholic school. The Principal also provides visionary and strategic leadership and personally promotes the success of all students and staff by participating in the development, articulation, and stewardship of a vision of learning that is shared and supported by the staff, students, parents, and parish as a whole. The Principal is also the instructional leader, promoting the academic success of all students, and the professional growth of all staff, by ensuring a unified vision and integration of the total school program. The Principal is the primary provider of management and organizational leadership. In collaboration with the Priest and the School Advisory Board, and the Principal acts to promote a safe, efficient, and effective learning environment, and manages the organization, operations, and resources for the success of all students and staff.

Primary function:

The Principal is primarily responsible for the complete day to day operation of the Catholic school, including all approved functions and services.

Essential Duties and Responsibilities:

Instructional

- Ensure the faculty is consulted regarding curriculum issues, and is implementing all decisions concerning use of the curriculum.
- Encourage innovation in the implementation of curriculum and teaching methods.
- Oversee the following:
 - Development, implementation, evaluation, and refinement of curriculum and assessment based on research, teacher expertise, student and community needs, Catholic Educational best practices, and state and national curriculum standards.
 - Promotion of effective and innovative research-based instructional strategies.
 - Promotion and implementation of a professional development plan that is focused on student learning and is consistent with the school vision and goals.
 - Use and promotion of technology to advance faith formation, student learning, professional development, and overall school success.

Spiritual

- Model the life of a believing and practicing Catholic.
- Follow the teachings of the Catechism of the Catholic Church.
- Foster a Christian environment with the school setting.
- Provide opportunities for religious growth for faculty and staff.
- Oversee the implementation of liturgical and sacramental celebrations for students.
- Work with campus ministry to ensure that students have opportunity for spiritual growth and community service experiences.
- Exercise vigilance in guaranteeing that the program of religious education sponsored by the school-instruction and ministry-reflects the approved teaching and practices of the Catholic Church

Planning

- In collaboration with the Priest and as requested by the School Advisory Board, develop measurable short and long-term goals and objectives for appropriate areas of school life, including staffing, curriculum development, and facilities.
- Communicate short and long-range goals and objectives, as well as the mission statement, to the school community, most particularly within the faculty, staff and student body and parish community.
- In collaboration with the Priest and School Advisory Board, is responsible to see that a clearly articulated educational strategic plan is implemented.

Financial

- In collaboration with the School Advisory Board, develop measurable short and long-term financial goals and objectives for appropriate areas of school life, including the recruitment, admission and retention of students, appropriate staffing, curriculum development, facilities, finances, and institutional development.
- Communicate short and long-range goals and objectives, as well as the mission statement, to the school and parish community.
- In collaboration with the School Advisory Board, ensure that a clearly articulated strategic plan is developed, implemented, and constantly evaluated.
- Use varied sources of information, data collection, and data analysis strategies for the purpose of planning school improvement, increasing student achievement, and ensuring financial stability.
- Is responsible for the following:
 - Supervision of the office staff, tuition assessment and collection and recordkeeping.
 - Preparation of the annual school budget, with input from the Priest and staff, in alignment with annual strategic goals and objectives.
 - Presentation of the annual school budget to the School Advisory Board for review and adoption.
 - Management of approved annual school budget throughout the school year and reporting on the budget status monthly to the School Advisory Board.
 - Creation of a vision for the physical plant that provides for growth and improvement in the school facility.
 - Preparation and execution of capital campaigns where needed and directed by the Priest.

Financial- continued

- Oversee the following:
 - All fundraising activities connected to the school.
 - All advertising and marketing efforts.
 - The functions of all alumni operations.
 - All school-initiated news releases and press relationships.
 - Serve as chief spokesperson for the school.
 - Foster and maintain positive community relations and involvement.

Management and Leadership

- Improve the quality of instruction through continuous supervision.
- Develop policies required for the proper operations of the school.
- Ensure the implementation of School Advisory Board-adopted policies in all areas.
- Keep the parish and school community informed about school issues.
- Provide a safe, effective learning facility.
- Provide for the implementation of appropriate record management that meets all confidentiality and documentation requirements.
- Oversee the preparation of a master schedule, staff assignment, and student scheduling.
- Use and actively promote problem-solving and conflict management skills and strategies that foster positive student and teacher performance.
- Coordinate all accreditation compliance for Western Catholic Education Association (WCEA).
- Facilitate the professional growth of staff by initiating, providing and participating in regular staff meetings, curriculum in-service days, educational and related conferences.
- Foster collaboration with the parish leadership, pastoral council, and parish youth ministers, other ministries, Diocesan ministries, and with all religious communities of the Diocese of Boise. Participate as a member of the pastoral staff, and develop ways for the parish and school to collaborate in promoting the school and working with that parish on joint projects or goals. Promote parish events among staff and parents.
- In collaboration with the Priest, and Diocesan School and Human Resources staff, oversee recruitment, selection, hiring, supervision, evaluation, retention or termination of academic, secretarial, and counseling staff and volunteers in accordance with the policies of the Diocese of Boise.

Required Education and Experience:

- Master's Degree and in keeping with the certification standards of the Idaho Department of Education, possess, or be capable of obtaining, within the period of certificate reciprocity, an Administrator Certificate with the principal endorsement, issued by the Idaho Department of Education.
- Demonstrate successful experience as a classroom teacher or school counselor/building administrator.
- Have previous school administration experience.

Required Knowledge, Skills, and Abilities:

- Knowledge of Catholic school philosophy
- Knowledge of budgetary practices and procedures.
- Knowledge of long range planning techniques.
- Knowledge of curriculum issues.
- Strong leadership skills.
- Demonstrated exemplary skills written and oral communication in both private and public settings.
- Ability to establish and maintain a good working relationship with faculty, staff and students.
- Ability to relate to, and work with, diverse groups with varying interests.
- Ability to work in a collaborative management model.
- Preferably bilingual in both English and Spanish and be aware of and sensitive to a multi-cultural environment.

Personal Characteristics:

- In order to be an appropriate role model as a practicing Catholic, be a person of high moral standards with a reputation for integrity, vision and imagination, and a lifestyle in conformity with the philosophy and teachings of the Catholic Church.
- A strong believer in the doctrines and teachings of the Catholic Church and the ideals and traditions of Catholic education.
- Demonstrated flexibility, firmness and consistency in decision-making.