

**ST. ALPHONSUS CONGREGATION  
PARISH GRADE SCHOOL PRINCIPAL  
JOB DESCRIPTION**

The primary purpose of the Principal is to provide strong, effective, and highly visible leadership and to articulate a long-range vision for the school. Key areas of emphasis include the nurturing of a Catholic identity, the pursuit of academic excellence, the development of strategies for financial success and enrollment growth, the effective utilization of resources, and the maintenance of open lines of communication between staff, parents and the students at St. Alphonsus Parish Grade School.

**Knowledge, Skills, & Abilities:**

**K: Knowledge**

1. Active Catholic able to participate in the sacramental life of the Church.
2. Master's degree from an accredited program and a minimum of 18+ credit hours in Education Administration or related field, a state issued administrator/principal license is preferred.
3. Three years' teaching experience required.
4. A minimum of two year of Supervisory experience in a school setting required.
5. Working knowledge of office and student management software.
6. A valid driver's license for the State of Wisconsin.

**S: Skills**

1. Professional Disposition and an ability to work collaboratively, both as a team leader and as a member of a team.
2. Possess dynamic leadership skills, excellent ability to communicate, knowledge of curriculum and instruction, and experience in leading faculty to continuously improve student learning.
3. Strong organizational and presentation skills.

**A: Abilities**

1. Ability to prioritize and multitask.
2. Ability to make decisions, be attentive to details, and troubleshoot.
3. Ability to maintain confidentiality.

**Duties and Responsibilities:**

**A. Mission and Catholic Identity**

1. Works with the Pastor and leadership team to ensure the school and its employees are guided and driven by a clearly communicated mission statement, Catholic identity rooted in Gospel values, the sacramental and liturgical life of the Church and is committed to faith formation, academic excellence, and service.
2. Ensures the school is providing a rigorous academic program for religious studies and catechesis in the Catholic faith, set within a total academic curriculum that integrates faith, culture, and life.

- a. Ensures faculty who teach religion meet the religious certification requirements of the Archdiocese of Milwaukee
  - b. Ensures that the religious education curriculum meet the requirements of the Archdiocese of Milwaukee
  - c. Ensures Catholic faith and culture are integrated throughout the school's curriculum, programming, and environment.
3. Ensures the school is providing timely, regular, and age-appropriate opportunities within and outside the classroom for student faith formation, participation in liturgical and communal prayer, and action based on Catholic social teachings.
  4. Ensures regular opportunities for developing and strengthening collaborations with parishes and other Catholic institutions and organizations.
  5. Practices his/her own leadership style compatible with Catholic identity, attitudes, and behaviors.

## **B. Governance and Leadership**

1. Works effectively with the pastor, to exercise responsible decision-making for the development and oversight of the school's fidelity to mission, academic excellence, and operational vitality.
2. Works with the Pastor to implement the school's mission and vision in dynamic and evolving ways in all aspects of school life.

## **C. Academic Excellence**

1. Ensures the school has a clearly articulated, rigorous curriculum aligned with the Archdiocese of Milwaukee standards, 21<sup>st</sup> century skills, and Gospel values, and implemented by qualified faculty and staff through effective classroom instruction.
2. Ensures the use of school-wide assessment practices to document student learning and program effectiveness, to improve student performance, and to inform the continuous review of the curriculum and the improvement of instructional practices.
3. Ensures the school provides programs and services aligned with its mission to enrich the academic program and support the development of student and family life.

## **D. Operational Vitality**

1. Works with the pastor in consultation with the Finance Council to develop and maintain an annual budget for facilities, equipment, and a technology plan designed to continuously support the implementation of the educational mission of the school.
2. Works with the Pastor, in consultation with the parish finance council to develop a feasible three to five year financial plan that includes both current and projected budgets and is the result of a collaborative process that emphasizes faithful stewardship.
3. Works with the pastor to ensure the school operates with a healthy staff morale, in accord with a current employee manual and in compliance with Archdiocese of Milwaukee policies.
4. Works with the pastor to develop and enact a comprehensive plan for institutional advancement, based on a compelling mission, through communications, marketing, enrollment management, and development.
5. Collaborates with appropriate school/parish staff to seek out 3<sup>rd</sup> party funding for the school.
6. Collaborates with the Director of Finance to ensure regular tuition payments.

## **E. Other Duties**

1. Complies with and completes forms/documents required for Federal, State, and the Archdiocese of Milwaukee on a timely basis; i.e., School Choice, Safe Environment, record retention, etc.
2. Oversees activities outside of the core school day, as assigned; such as before/after school care, sports, extracurricular activities, etc.
3. Maintains accreditation standards in compliance with the accreditation cycle.
4. Other duties as assigned.

**ADA Physical Requirements:**

- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods, use hands, and reach with hands and arms.
- Close vision is required for paperwork and computer.
- Must be able to utilize computer keyboard, monitor, and telephone.
- Must be able to function in an office environment and use standard office equipment.
- Must have the ability to lift 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_