

THE PRINCIPAL AS LEADER FOR THE SCHOOL

A principal in a school in the Diocese of Salt Lake City is a Catholic in good standing with the Roman Catholic Church and seriously committed to being a servant leader in the vision of Jesus Christ. As a lifelong learner and disciple, the principal enables the school to have a strong Catholic identity, be academically excellent, and become a faith-learning community for students, staff, and parent(s)/guardian(s). The principal designs forums to develop relational connections among and between constituents to promote the dialogue and collaboration for the common good of the school community. This process serves to create partnerships of shared ownership and responsibility for education and formation outcomes. The principal animates the spirit of the learning organization by using the gifts of each person to create and sustain community. The principal, as convener of staff, facilitates the formulation of common purposes and shared commitments of accountability to move the mission of the school forward.

The principal upholds the mission of the school by focusing all decision-making and action steps on serving the educational and formational needs of students. The principal articulates the vision and goals of the school, giving witness to the values that make the vision a lived reality in the school and parish community.

The principal is responsible for the implementation of all Diocesan policies and directives. These take precedence over other policies or directives.

To facilitate the role of the principal:

- Each high school and elementary/middle school of six grades or more should have a principal who is not a full-time teacher.
- The principal is to have a private office and private telephone in order to be accessible to faculty, students, and parent(s)/guardian(s) and to have adequate secretarial help to free him/her for supervision, curriculum planning, and administrative details.

The principal of the Catholic school is the educational leader and manager of the school. He/she collaborates with the pastor in developing the spiritual life of the school.

Duties include but are not limited to the following:

Spiritual Leader

Adapted from Principals Formation Program. William Campbell, S.M., Ed.D., NCEA, 2002

As spiritual leader, the principal:

1. Maintains the school as a mission of the Church;
2. Builds a community of faith among parent(s)/guardian(s), students and faculty;
3. Supports parent(s)/guardian(s) in their role as primary educators of their children;
4. Meets with the parish and/or school ministry team as needed or requested;

5. Serves as executive officer and participates in meetings of the school consultative board;
6. Gives status of the school report to the school consultative board and implements policies of the school consultative board;
7. Provides in-service opportunities for the school consultative board.

Instructional Leader

As instructional leader, the principal:

8. Provides leadership in instruction, curriculum development, and evaluation through study of curriculum, curriculum mapping, and vertical teams;
9. Encourages instruction that meets the various needs and abilities of the students;
10. Provides leadership for professional growth through continuous evaluation and supervision of instruction as well as providing professional growth opportunities and regular faculty meetings;
11. Selects, supervises, and evaluates faculty and staff to achieve a high standard of performance according to the diocesan guidelines for faculty assessment and professional growth;
12. Provides leadership for school accreditation according to the standards set by the Western Catholic Educational Association (WCEA) and the Northwest Accreditation Commission (NWAC), and diocesan policies;
13. Provides leadership for the ongoing implementation, evaluation, and updating of the school improvement plan (strategic plan).

Administrator

As administrator, the principal:

14. Manages student activities including the total school program, before and after school activities, athletics, etc.;
15. Plans the budget and supervises the school's financial resources in dialogue with the school consultative board and pastor, if applicable;
16. Ensures effective and relevant use of personnel (employees and volunteers) resources, and facilities;
17. Develops and oversees safety and emergency procedures;
18. Provides leadership for the school's public and community relations activities;
19. Provides leadership for long range strategic planning and advancement/development activities;
20. Provides annual goals and progress report on long range strategic plan.

Communicator

As communicator, the principal:

21. Provides leadership in school and community relations;
22. Keeps the Catholic community and civic community informed about the school's programs and activities;
23. Translates the mission and belief statement of the school to the public;
24. Interprets diocesan educational policy to the faculty, staff, school, and Catholic community;
25. Communicates with parent(s)/guardian(s), students, faculty and staff.