Diocese of Fort Worth Position Description

Position: **Principal**
Date Revised: April 9, 2019
Reports To: Superintendent of Schools
Location: Notre Dame Catholic School
2821 Lansing Boulevard
Wichita Falls, TX 76309-4999

The Diocese of Fort Worth, Texas includes 90 Parishes, 1 Mission, and 19 schools. It stretches from Quanah, Texas just Northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 1.1 million Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

General Position Summary: The principal fulfills the mission of the Catholic school by serving as the spiritual, educational, and managerial leader of the school. The principal is charged with the implementation of the philosophy, mission, objectives, and the overall management of the school. The principal is responsible for the professional effectiveness of the staff, the educational progress of the students, as well as the relationship within the entire school community.

Principal Accountabilities:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to the Gospel values by modeling the teachings of the Catholic Church
- Develops a school climate reflecting Catholic identity
- Supports and adheres to the teachings of the Catholic Church, Code of Conduct, and policies and procedures of the Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Communicates effectively with students, parents, and other professionals
- Identifies and effects needed change for school improvement
- Ensures the implementation of a comprehensive curriculum through the use of a variety of pedagogical strategies
- Supervises instruction and evaluates the overall effectiveness of the academic program
- Ensures that the religious instruction of students meets the guidelines set forth by the Diocese
- Promotes Catholic identity within the school through liturgical celebrations, faith development, integration of Gospel values, and the practice of Christian service
- Oversees ongoing orientation and staff development in both educational and faith development of faculty and staff
- Maintains the accreditation of the school according to TCCED standards
- Oversees the certification of religion teachers according to diocesan policy
- Responsible for the annual school budget and supervises all expenditures
- Oversees development goals and activities and seeks resources and support beyond the school
- Works effectively with the board to establish goals for school effectiveness

- Hires, supervises, evaluates, and terminates all faculty and staff according to diocesan guidelines
- Fosters collaboration between parish(es), pastor(s), and the school
- Maintains current and accurate records according to diocesan and school policy
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

Important job functions:

- Provides for an orderly school environment and promotes student self-discipline
- Develops faculty and student/parent handbooks in accordance with diocesan guidelines
- Completes and submits all official forms required by the Diocesan Catholic Schools Office, Texas Catholic Conference Education Department, and other public agencies
- Responsible for all other projects, tasks, etc., as assigned.

Implements and reviews long-range strategic planning

- Promotes healthy staff morale and professionalism
- Participates in professional development, including diocesan principal meetings and in-services
- Establishes and implements technology goals for the school

Minimum qualifications:

- Religion:
- Must be a practicing Catholic in good standing with a commitment to ongoing formation in catechetical and spiritual leadership development

- Education:
- Master's degree in Administration or
- Master's degree plus 18 hours in educational administration and supervision courses or a valid, appropriate state certificate for a principal or the successful completion of an appropriate state certification examination, as outlined in the Texas Catholic Conference Education Department standards

- Experience:
- 3 years of teaching experience in a Catholic school
- 3 years of administrative experience in a Catholic school

Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of instructional methods/strategies and curriculum differentiation
- Knowledge of child and adolescent development, learning, and behavior
- Knowledge of the content and the methods of religious education
- Knowledge of effective assessment methods
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Able to work independently and self-motivate

- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning
- Skill in managing conflicts effectively
- Skill in organizational management and delegation of responsibilities
- Skill in using group process skills effectively with various school communities

Working Conditions:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a full school day
- Required to work in standard school and office conditions

Mental/Physical Demands:

- Required to lift or carry classroom supplies, textbook, furniture, and equipment to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

FLSA classification: Exempt
School classification: Full-time

Employee Certification
All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a "work at will" state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

- By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature_____ Date _____

Supervisor Signature_____ Date _____