

DUBOIS CENTRAL CATHOLIC

SCHOOL

DuBois Central Catholic School has an opening for an elementary school principal.

How to Apply: Interested candidates are asked to submit a letter of interest, resume, and completed application forms on or before **March 24, 2025**. Please send the application materials to Gretchen Caruso, President by email: gcaruso@duboiscatholic.com, or by mail: DuBois Central Catholic School, Attn: Gretchen Caruso, 200 Central Christian Road, PO Box 567, DuBois, PA 15801.

JOB DESCRIPTION OF SCHOOL PRINCIPAL

Title: K-12 DuBois Central Catholic School Principal

REPORTS TO: President and Assistant Superintendent of School Personnel

SUPERVISES: Faculty and Students of DCC

JOB FUNCTION:

The position is responsible for assuming the role as the educational leader, managing the policies, regulations, and procedures to ensure that all students are supervised in a safe traditional Catholic learning environment that meets the approved curricula and mission of the school.

Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of the school staff hired by DuBois Central Catholic and to communicate effectively with parents. Intrinsic to the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and daily operations.

The Principal cooperates with the President in fulfilling all responsibilities in the school. He/she works closely with the Assistant Superintendent of School Personnel to see that the Mission statement and policies of the Catholic Schools Office are closely adhered to and supported. The Principal is the educational and spiritual leader of the school.

DUTIES AND RESPONSIBILITIES:

Maintain the school as a mission of the Diocese

- Ensure and maintain the Catholic Identity of the School
- Provide opportunities which foster the spiritual growth of faculty, students, and other members of the school community
- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, board policies and civil regulations.

- Provide effective Catholic leadership with the cooperation and support of the supporting parishes
- Provide monthly reports to the Board of Directors
- Communicate with the Board of Pastors semiannually, about the needs, successes and general operation of the school
- Ensure that schedule allows for regular Mass and Confessions

Provide leadership in instruction, curriculum development, and evaluation

- Coordinate faculty and committee meetings to review and revise curriculum
- Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals.
- Plan and prepare with staff a school instructional program to achieve well-defined goals and to meet instructional needs of all students
- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior
- Meet regularly with the President regarding the progress of the school and students
- Enforce policies of the Diocese of Erie, Catholic Schools Office
- Submit reports as requested to the Catholic Schools Office

Provide leadership for professional growth

- Improve the quality of instruction through continuous supervision
- Evaluate the total instructional program through continuous supervision
- Facilitate the professional growth of the faculty and staff by initiating, providing, and participating in staff meetings, in-service programs, and Diocesan programs

Select, supervise, and evaluate staff

- Strive to achieve consistently high standards of performance
- Supervise the instructional programs of the school, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research learning and child growth and development.
- Develop, communicate, and implement a plan of evaluation for all staff members
- Submit written evaluations of staff

- Enforce uniform policy and appearance policy so as to assure a school environment that is focused on group spiritual and academic achievement rather than on individuals

Provide leadership in school and community relations

- Interpret Diocesan and school policy to staff and school community
- Attend required committee meetings (i.e. fund-raising, curriculum, etc.) and extra school sponsored functions and religious events (i.e. First Communion and Confirmation)
- Establish a professional rapport with students and with staff that has their respect.
- Display the highest ethical and professional behavior and standards when working with students, parents and school personnel. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.
- Communicate to the public the school philosophy, school programs, and activities

Manage student activities

- Develop opportunity and encourage broad student participation in the total school program (i.e. art, music, and athletic activities)
- Communicate with students concerning the school's goals and objectives, policies and procedures, rules and regulations, events and activities
- Supervise annual school service-related activities
- Provide crisis intervention as appropriate

Assure effective and relevant use of personal resources and physical plant

- Assume responsibility for the health, safety, and welfare of students, employees and visitors
- Coordinate the use of the school facility
- Develop clearly understood procedures and provide monthly drills for emergencies and disasters

Plan and manage the annual school budget

- Participate in development of the annual school budget through dialogue with the President and Business Manager

- Monitor the school budget

Knowledge and Abilities

- Data information systems (Canvas)
- Strategic planning and organizational development in a school setting
- Understanding, respect and support for the Catholic Church teaching, mission and values; understand the critical role Catholic schools play in the evangelizing mission of the Church, and the value the schools provide to families; and possess strong faith and morals

Ability to

- Use effective presentation skills when addressing students, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech
- Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings, as necessary, for the proper functioning of the school: weekly meetings for full-time staff; monthly faculty meetings.
- Use excellent written and oral English skills when communicating with students, parents and teachers
- Establish procedures for safe storing and integrity of all public and confidential school records. Ensure that student records are complete and current.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
- Effectively manage and direct a diverse faculty and staff
- Maintain a compassionate spirit with firm resolve when needed
- Deal with multiple priorities and tight time constraints

PHYSICAL DEMANDS:

- Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office and school building environments.
- Walking, sitting, standing, bending, reaching, talking, handling, hearing, carrying, keyboarding, etc.

EDUCATION AND EXPERIENCE:

- A practicing Roman Catholic in communion with the Church
- Holds an advanced degree in Education Administration or equivalent
- 5+ years teaching experience
- 3+ years in a leadership role
- Strong leadership skills in the areas of motivation, communication, organization, decision making, conflict prevention and resolution
- Promoter of an environment which fosters high expectations of faculty, staff, students and self in faith, academic excellence and service
- Must have a passion for Catholic education and be able to create an environment that promotes Catholic identity, faith and moral development of the school community
- Team leader who focuses on inclusion, collaboration, and engagement of the faculty, staff, parents, and Board of Directors

LICENSES AND OTHER REQUIREMENTS:

- A criminal history, background check, and clearances are required and must be successfully completed