



## Mary of Lourdes School

Little Falls, MN  
Preschool-8<sup>th</sup> Grade

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<b>Title:</b>	Principal
<b>Reports to:</b>	Mary of Lourdes School Board of Directors
<b>Collaborates with:</b>	Director of Catholic Education Ministries, Pastor, School Board, Directors of Operations, Evangelization, Worship
<b>Direct Reports:</b>	School Faculty & Staff, Paraprofessionals, After School Care Program, Hot Lunch Director, Transportation/Bus Drivers
<b>Provides work direction to:</b>	Staff and Volunteers
<b>Resource person to:</b>	School Board, Finance Committee, Parent & School Organization and other School Committees
<b>This position is:</b>	Full-Time (40+ hours per week), 12 months, with Benefits
<b>FLSA:</b>	Exempt, Executive
<b>Date:</b>	March, 2023

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**Purpose of Position:** Catholic education is at the heart of the evangelizing mission of the Church to, "Go and make disciples" (Matthew 28:19). Catholic schools in the Diocese of St. Cloud, as a vital part of this evangelizing mission, strive to provide an education that is authentically Catholic: a formation of the whole person in the light of Jesus Christ.

The Catholic School Principal collaborates with the Parish Pastors to establish, demonstrate, and promote the highest standards of excellence in Catholic identity, academics, and non-profit management.

**Statement for working for the Catholic Church:** Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner, which is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Diocese, such that can embarrass the Church or give rise to scandal. It is required that this employee be an active, participating Roman Catholic.

### GENERAL RESPONSIBILITIES (\*):

- 1) To be present, on time and ready for work at all times that the position requires.
- 2) To participate in creating a productive, harmonious environment, promoting good morale, adequate communication and cooperative teamwork within the staff and parish communities.
- 3) Demonstrate knowledge, understanding, and acceptance of Catholic Church doctrine and policies in the areas of liturgy, sacraments, morality, ethics, and education. Be committed to continued learning and implementing these policies.

- 4) Perform the job in a manner consistent with the moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
- 5) Be informed of all mandatory Church, Diocesan, Federal, and State laws and policies which impact on moral and ethical personnel standards (e.g., staff and volunteer background checks, treatment of vulnerable adults and youth, child protection reporting requirements, sexual harassment/misconduct, insurance liabilities, etc.). Ensure compliance with these laws and policies in all programs.
- 6) Maintain professional standards of confidentiality.

## REPRESENTATIVE RESPONSIBILITIES (\*):

### 1) Catholic Culture. As a Faith Leader, the principal will:

- a) Adhere to Catholic Teaching and provide witness by:
  - i. Displaying a passion for the evangelizing and educational mission of the Catholic Church to make saints.
  - ii. Pursuing a life of grace and relationship with Jesus Christ through commitment to daily personal prayer, regular reception of the Sacraments, and active participation in the life of the Catholic Church.
  - iii. Demonstrating integrity and provides a credible witness of the Catholic Faith.
- b) Lead the Mission and Vision by:
  - i. Fostering a clear mission and vision for the school consistent with the teachings of the Catholic Church.
  - ii. Utilizing the school's mission and vision as the compass informing reflective practice, goal setting, and decision-making.
  - iii. Cultivating a school culture of authentic discipleship in which students, families, faculty, and staff are encouraged to discover how they can develop and use their gifts and talents to be a witness of the Gospel in the world.
  - iv. Maintains positive and professional relationships with the pastors, faculty and staff, students and families, school stakeholders, the Diocese, and the local community
- c) Lead Formation by:
  - i. Providing opportunities to support parents in their role as the primary educators of their children.
  - ii. Encouraging the life of grace and relationship with Jesus Christ through daily personal and communal school prayer, regular opportunity for reception of the Sacraments, and participation in the liturgical life of the Church.
  - iii. Collaborating with appropriate parish staff regarding participation and reception of First Reconciliation, First Communion and other faith formation opportunities.
  - iv. Ensuring that high-quality formative experiences to nurture the ongoing spiritual formation of students, faculty, and staff are offered and encouraged on a regular basis.
  - v. Ensuring that opportunities for students to participate in apostolic service grounded in the Spiritual and Corporal Works of Mercy are offered and encouraged on a regular basis.

- vi. Participating regularly in high-quality opportunities for ongoing formation in the Catholic faith and catechesis.

**2) Academic Excellence. As the Educational Leader, the principal will:**

- a) Create a Learning Environment that:
  - i. Nurtures a culture of trust and sustains a rigorous high expectation learning environment rooted in the Catholic intellectual tradition, that accounts for the diverse learning needs of students and inspires students' potential
  - ii. Maintains a safe learning environment consistent with the law as well as policies and procedures of the Diocese that govern Catholic education.
  - iii. Establishes clear and consistent expectations for behavior that promote growth in Christian virtue and the Catholic understanding of the dignity of the human person.
- b) Oversee Curriculum, Instruction and Assessment that:
  - i. Advances excellence.
  - ii. Makes mission driven and data informed decisions regarding student learning and achievement that promote a culture of continuous improvement.
  - iii. Facilitates regular use of easily accessible assessment and accountability systems that enable students, faculty, and parents to monitor student progress, uncover patterns and trends, and contextualize student achievement and future projections.
  - iv. Facilitates developmentally appropriate integration of technology within the curriculum.
- c) Lead faculty and students to:
  - i. Account for the diverse learning needs of students and inspires students' potential.
  - ii. Integrate intentional Christian maturity into school wide teaching and learning practices.
  - iii. Utilize effective strategies for teaching and communicating with students and families from diverse cultural backgrounds.
  - iv. Supervise, evaluate, and motivate faculty and staff to ensure a culture of Catholic educational excellence.

**3) Organizational Leadership. As the Organizational Leader, the principal will:**

- a) Provide energetic, contemplative, and results-focused leadership by:
  - i. Being highly visible and active in the day to day operations of the school.
  - ii. Being self-motivated, able to accept feedback, and grow as a result.
  - iii. Demonstrating exemplary oral and written communication skills.
  - iv. Communicating effectively to a diversity of audiences (e.g., students, faculty and staff, parish parishioners, external stakeholders, etc.).
  - v. Maintaining professional relationships with key school stakeholders (e.g., School board, Pastor, faculty and staff, students and families, parish and finance councils, the Diocese, Public School Districts, and the local community).
  - vi. Implementing effective communication strategies to ensure that all

- stakeholders are informed about school matters and engaged in the life of the school.
- vii. Utilizing and understanding effective conflict resolution and problem-solving strategies.
- b) Supervise the faculty and staff.
- i. Implement and develop high-quality professional development for faculty and staff rooted in educational best practices and the Catholic intellectual tradition that helps them to grow as educators, disciples, and catechists.
  - ii. Recruit and retain a high-quality faculty and staff that demonstrate a commitment to Catholic education, academic excellence, and the faith development of students.
  - iii. Supervise, evaluate, and motivate faculty and staff to ensure a culture of Catholic educational excellence.
  - iv. Facilitate appropriate on-going education for faculty and staff through in-service days, workshops, continuing education, etc.
  - v. Ensure HR requirements are satisfied including job descriptions, offer letters, personnel files, employee handbook, performance improvement plans, and terminations as required.
- c) Oversee Financial Management and Planning for the School, including:
- i. Working collaboratively with sponsoring and participating Parish Leadership to prepare and monitor an achievable and realistic annual school budget with School Board and Finance Committee to ensure sound operation with diverse funding sources that support the financial stability of the school.
  - ii. Coordinate with a variety of external resources to access available public funds.
  - iii. Implements and regularly reviews an enrollment management and development plan to ensure long-term school stability and growth.
  - iv. Oversee the tuition management system to ensure timely and accurate collection of tuition and fees.
- d) Organizational Development
- i. Assure on-going development of school leadership groups, including, but not limited to the School Board and school committees.
  - ii. Collaborate with the School Board, sponsoring parishes and participating parishes to provide an infrastructure of programs, policies, and services that ensures the operational vitality of the school.
  - iii. Ensure that all staff and volunteers are 100% compliant with Diocese requirements.
  - iv. Develop and utilize the leadership capacity of all stakeholders to assume a variety of formal and informal leadership roles in the school.
  - v. Maintain Accreditation and current process, oversee the development and implementation of a five-year strategic plan that involves representatives of all stakeholder groups and the wider school community.
- e) Supervise all aspects of the school operations including hot lunch, after school care program, facilities, operations, transportation, fundraising,

enrollment, marketing and public relations.

- 4) **The Principal is responsible for the Preschool Program, as the Preschool Director.**
  - a) As the Preschool Director, Principal is responsible for all duties above, and in addition is responsible for ensuring compliance with all state and licensing requirements of the Preschool.
- 5) **Haven of Mercy Area Catholic Community. As the leader of the fiscally largest ACC ministry, the principal will support the mission and vision of the ACC by:**
  - a) Work collaboratively with the Director of Operations, to share resources where appropriate.
  - b) Be present at significant ACC events as identified collaboratively with the Pastor.
- 6) Other duties as may be assigned.

**Other responsibilities:** Includes other responsibilities identified as needed by the employee and approved and /or assigned by the supervisor.

**The responsibilities** listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of this position. More detailed listings of duties and tasks may be outlined in supplemental documents.

**Designation of essential functions:** The asterisked (\*) responsibilities are considered essential for the successful completion of this position.

**EMPLOYEE:** I have reviewed this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as the organizations needs change, my job or position description will change.

\_\_\_\_\_  
Signature Date

**CHAIR OF THE BOARD OF DIRECTORS:** I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this job.

\_\_\_\_\_  
Signature Date

**Job Title: Principal**  
**Date: March 17, 2023**

**JOB QUALIFICATIONS:**

- Practicing Catholic in good standing with the Catholic Church.
- Deep commitment to the importance and mission of Catholic Schools.
- Master's degree or currently working towards a Master's Degree (completion within 2 years) of administration or education.
- Minimum of three (3) years administrative experience in Catholic schools preferred.
- Demonstrated success in the ability to work collegially with faculty, parents and the parish community.
- Excellent organizational, communication, budgetary and management skills.
- Experience in related computer programs and software.
- Commitment to the education of the whole child: mind, body and spirit.
- Successful completion of a criminal background check, financial background check, and driver license check – by agency selected by the Diocese.

**PERSONAL SKILLS AND QUALITIES:**

- Effective communication skills that build positive relationships with all stakeholders.
- Ability to create and nourish a team mentality among school faculty and staff.
- Ability to plan, direct, delegate, and achieve expected outcomes and deadlines.
- Ability to handle multiple, concurrent accountabilities and achieve required outcomes.
- Ability to be flexible, open-minded, and exhibit a sense of humor, as appropriate.

**MENTAL DEMANDS:**

- Be willing to utilize and learn technology skills as the position demands.
- Be able to maintain a collegial atmosphere in and out of the classroom.
- Be rigorous in keeping information confidential, as required by law or parish guidelines.
- Be timely and accurate in keeping pastor, parish business administrator and other key leaders appropriately informed.
- Live and project a personal lifestyle with Christian values.

**PHYSICAL DEMANDS:**

- Ability to work long, varied hours in support of school operations.
- Must be able to be active with students.
- Must be able to lift school supplies and light equipment using proper techniques.
- Must be able to fulfill all commitments of the education program and other activities of the school.