

## **JOB DESCRIPTION**

**JOB TITLE:** Principal, Catholic Schools of Broome County

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**Exempt:**

**Supervisor:** Elizabeth Carter, PhD,  
President, Catholic Schools of  
Broome County

**Diocesan Supervisor:** William Crist,  
School Superintendent

**Employee Name:**

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**SUMMARY:** Seeking a passionate, dynamic, dedicated, and innovative leader who through their personal witness to the Catholic faith will continue to articulate the mission of the Catholic Schools of Broome County to students, parents, faculty, and the greater community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following. Other duties may be assigned.

- Manage, evaluate & supervise effective & clear procedures that are consistent with the Mission of Catholic Schools of Broome County and the Diocese of Syracuse Catholic Schools.
- Be a visible presence in all aspects of the school.
- Maintain a school spirit conducive to prayer, study & service.
- Supervise & evaluate the performance of all faculty members, on a regular basis, following the requirements of the Supervision & Evaluation Model of the Diocese of Syracuse.
- Consult with teachers regarding instructional practices, classroom management, school procedures and provide support along with training/development of faculty.
- Monitor all aspects of fiduciary responsibility in collaboration with the President, Board Chair, Finance Chair & Controller.
- Supervise all aspects of the school's operation, including, but not limited to facilities maintenance/operations, food service, transportation, summer programs, mission advancement, fund raising, enrollment, and alumni affairs.
- Establish clear expectations for the behavior of students in conjunction with the Code of Conduct policies manage & implement the discipline policies of the school & handle discipline situations as needed.
- Communicate regularly & timely with all parents.
- Represent the school to all of its constituents including faculty, staff, students, parents, alumni, neighbor, & business communities.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position. Need to be a practicing Catholic with a commitment to ongoing formation in catechetical and spiritual leadership development. Also, need to complete Safe Environment training.

**EDUCATION AND/OR EXPERIENCE:** Must have a Master's Degree with a NYS Certification in School Administration & Supervision or work toward certification. Minimum of 18 credit hours in educational administration and supervision (*Preferred topics:* curriculum; school law, non-public schools; supervision and evaluation, development; leadership of professional learning community; faith and professional development for leaders). Must have at least 5 years of teaching experience.

**OTHER SKILLS AND ABILITIES:** Ability to be a Spiritual, Educational, and Organizational leader. Must be able to identify as Catholic and incorporate faith development and community building within the school. Must be able to create a professional learning community for the expansion of learning. Need to have financial, developmental, and strategic planning skills.

**TO APPLY:** Please email a cover letter, resume, and a list of three references to Ms. Jane Fox, Office Manager, Human Resources at [jfox@syrdiocese.org](mailto:jfox@syrdiocese.org). The deadline for application is February 25, 2019.