



JOB TITLE: Principal at Trinity Catholic School

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 Trinity Catholic School to students, parents, faculty, and the greater community.

Trinity Catholic School, a faith community with over 120 years of educational excellence, operates in collaboration with Christ the Good Shepherd Parish. We carry out the mission of Jesus Christ, bearing witness while proclaiming the Gospel. Together, with their families, we teach our students Roman Catholic doctrine, values, and ideals, and provide an education rooted in the Gospel. Trinity Catholic School is a faith-centered community focused on promoting academic excellence and empowering our students to live their faith with compassion, integrity, and respect for life. We encourage our students to develop a strong moral conscience and embrace Catholic principles which allow our students to meet lifelong challenges in a rapidly changing world.

CORE PRIORITIES:

- Catholic Identity and School Culture
- Educational Excellence and Student Retention
- Strong Financials and Enrollment Management
- Building a Robust Pre-K

ESSENTIAL SKILLS

- Strong leadership
- Strong foundational knowledge of Church doctrine and evangelization
- Excellent communication and interpersonal skills
- Able to delegate specific duties/responsibilities
- Able to devise and execute strategic plans for school improvement
- Able to facilitate and assist the Board in executing their by-laws

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



- Manage, evaluate, and supervise effective and clear procedures consistent with the Mission of Trinity Catholic School and the Diocese of Syracuse Catholic Schools.
- Administrator and educational leader with fiscal, marketing, and enrollment responsibilities.
- Be a visible presence in all aspects of the school.
- Maintain a school spirit conducive to prayer, study, and service.
- Supervise and evaluate the performance of all faculty members and staff 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; provide support, along with training/development of faculty
- Work and collaborate with the Pastor of Christ the Good Shepherd to carry out the mission and vision of both Trinity Catholic School and the parish.
- Communicate and meet with the Pastor of Christ the Good Shepherd Parish on a regular basis.
- Monitor all aspects of fiduciary responsibility in collaboration with the Trinity Catholic School Board and the Catholic Schools Office.
- Supervise all aspects of school operations including– but not limited to– facilities, maintenance, operations, food service, transportation, summer programs, fund raising, enrollment, and alumni affairs.
- Establish clear expectations for student behavior in conjunction with the Code of Conduct; manage and implement discipline policies of the school, handle discipline situations as needed.
- Communicate in a regular and timely manner with parents, parishioners, and local parishes.
- Represent the school to all constituents including: faculty, staff, students, parents, alumni, neighborhood, and 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.

- Must be a practicing Catholic with a commitment to ongoing formation in catechetical and spiritual leadership development. Must complete Safe Environment training.

EDUCATION AND/OR EXPERIENCE:

- Master's Degree and CAS (Certificate of Advanced Studies) or equivalent from another State required.

Appropriate NYS Certificate of Advanced Studies include:

- NYS School Building Leader (NYS SBL) or equivalent from another State.
 - NYS School District Administrator (NYS SDA) or equivalent from another State.
- Minimum five years teaching experience.



Priorities Identified from Surveys

Core Priorities

The following represent the core priorities of Trinity Catholic School as we envision the future of our school under the leadership of a new principal. We believe the core of our school success is built upon a collaborative synergy developed between our Pastor, Principal, and the Trinity Board. A successful candidate must be a team player willing and able to work effectively with the Pastor and Board. All other goals and priorities follow from this essential criterion.

We have outlined the current and desired state of Trinity Catholic School around four core priorities aligned with the *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools* and the *Standards for Accreditation, Middle States Commissions on Elementary and Secondary Schools*.

The following represent the core priorities for our new school principal:

1. Focus on Catholic Identity and School Culture

Current: We have worked to ensure that Trinity Catholic School is based on a solid foundation of deeply rooted Catholic Identity and an intentional culture of integrity.

Desired: The Trinity Principal must be willing and able to work with the Pastor, Trinity Board, teachers, and staff to create a vibrant Catholic school culture centered in the Eucharist, rooted in the Sacraments, formed in faith, nourished by prayer, and shaped by service and community.

2. Focus on Educational Excellence and Student Retention

Current: Currently the school has strong retention across all grades due to our reputation and high quality educational programs. To ensure retention remains high we desire to focus on the following:

- (1)** Continued efforts to promote academic excellence and development of the whole person.



- (2) Creation of a growth mindset culture among students.
- (3) Continued technology integration for a state of the art learning environment, focusing particularly on programs in Pre-K and K-2.
- (4) Increase the number and rigor of our extra curricular activities, with special attention given to the younger grades; as well as clubs and activities that enhance the school day academics such as a school play/musical, robotics, summer enrichment program, etc.

Desired: The Trinity Principal must be willing and able to work with the Board and school personnel to provide educational leadership that advances our goals for academic excellence and development of the whole person, advances an integrated and holistic approach to technology education, and vigilantly work around retention and documentation of the evidence of impact for Trinity grads. The Trinity Principal would be expected to continue pursuing the full realization of the *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools* and the *Standards for Accreditation, Middle States Commissions on Elementary and Secondary Schools*.

3. Focus on Strong Financial & Enrollment Management

Current: Financial management efforts are integrally connected to enrollment management efforts, which is essential to long-term sustainability. To ensure enrollment increases we have focused on the following:

- (1) Continued efforts to effectively market our academic programs (Pre-K, K-2, and 3-6) to Oswego and the surrounding communities including the Catholic parishes of these communities.
- (2) Work to increase donations to the school, especially those that could fund scholarships.

Desired: The Trinity Principal must be willing and able to work with the Board and Catholic Schools Office to monitor, revise, and course-correct as needed regarding our financial model and related inputs/outputs. Enrollment must remain a priority employing innovative tactics regarding tuition and scholarships.



4. Focus on Building a Robust Pre-K Program

Current: Pre-K is an important area of the Trinity enrollment focus. A robust Pre-K provides a strong base for future enrollment. In addition, a robust Pre-K acts as a profit center to help underwrite overall operating costs. In order to build a robust Pre-K program we desire to undertake the following steps:

- (1)** Develop an overall brand for Pre-K, giving Pre-K its own identity etc., one centered on being an educational program focused on early literacy and math fluency, not child care.
- (2)** Upgrade Pre-K facilities to create a brighter and more modern facility, which includes more tactile learning experiences (sand, water, etc.).
- (3)** Increase the total amount of Pre-K services available for purchase (five and three day, half and full day, summer enrichment programs, etc.).
- (4)** Creating an updated business model based on updated services and cost comparison of local Pre-K options taking into account the child tax credit.

Desired: The Trinity Principal must be willing and able to work with the Board and school personnel to lead the development of a robust Pre-K program. This includes: marketing, retention, and educational leadership in service of creating a recognized leader in Pre-K education within our geographic area.