

Office of Catholic Education

Position Opening: High School Principal
Villa Angela – St. Joseph High School
18491 Lake Shore Blvd., Cleveland, OH 44119

Enrollment: 377

Academic/Professional Requirements:

- Understanding of Catholic Philosophy and Theology
- Master's Degree in Administration or the equivalent
- Valid state high school certificate or license
- Five years teaching experience, preferably in a Catholic school
- Three to five years of administrative experience
- Experience in a diverse learning committee
- Experience, competence and vision leading 21st century curriculum efforts
- Dedication incorporating technology in the curriculum, communication, etc.
- Experience with building Professional Learning Communities (PLC) preferred

Personal Requirements:

- Practicing Catholic
- Philosophy, values and lifestyle compatible with position of faith and academic leader in a Catholic high school
- Openness and willingness to work with Diocesan leadership and school staff
- Ability to work with parents, support organizations and alumnae
- Familiar with educational trends and professional development
- Knowledge of school finances, budgeting and government programs
- Collaborative style

Send resume along with three (3) references to:

**VASJ Search Committee
Attention: Wayne Uehlein
Cathedral Square Plaza
1404 East Ninth Street, 2nd Floor
Cleveland, OH 44114-1722**

**Secretariat for Education and Catechesis
Position Description**

Position Title: Diocesan-owned High School Principal
Supervisor: Associate Superintendent, Secondary Schools /President of High School

Primary Function

This position exists to fulfill the mission of the Diocese of Cleveland and the Secretariat for Education and Catechesis to ensure a viable, excelling Catholic alternative to secondary education within the Diocese of Cleveland. As such, the incumbent is expected to:

Act consistently with the principles and teachings of the Catholic Church, promote a strong sense of Catholicity through the administrative practices and curriculum, and ensure the operational and educational effectiveness of the school;

Be accountable for complete and thorough handling of assigned duties and responsibilities;

Demonstrate good judgment, administrative follow-through, compliance with regulatory, personnel, and administrative policies and directives, and required confidentiality and requires the same from assigned staff.

Position Qualifications

Personal: A practicing Catholic who upholds the moral teachings and traditions of the Catholic Church. An articulate professional with demonstrated professional communication skills.

Professional: Demonstrates an understanding of sacred scripture, liturgy and sacrament, spirituality and prayer, and tradition. Evidences expertise in curriculum development, supervision, effective teaching strategies, competency and proficiency testing, staff development, school law, OCSAA standards, and major educational reform initiative, (including 21st century initiatives; Relationships, Rigor and Relevance; creating professional learning communities; process-based learning; and collaborative leadership). Understands the structure and supports the working relationships of the Catholic Church at the parish, diocesan and national level.

Educational/Experiential: An advanced degree in the field of education specific to administration (e.g. educational administration, educational leadership) coupled with a minimum of 5 years discernable work-related experience. Licensing/Certification Requirements: Certification in compliance with minimum standards as set forth by State of Ohio, Department of Education.

Necessary Contacts (to include but not limited to):

External: Frequent contact with school and parent groups from diocesan-owned schools to further the philosophies and ensure adherence to diocesan policies and procedures. Routine contact with educational, business and civic leaders in the local community and the larger scope of the diocese to promote the vision, values, and development initiatives inherent to maintaining a Catholic educational alternative. Required contact with the state's education offices and North Central Association.

Internal: Frequent communication with President; routine supervision of school-level subordinates; routine collaboration with peers in the Office of Catholic Education especially principals of other diocesan-owned high schools, the Secretariat for Education and Catechesis, and other diocesan offices.

Financial Responsibilities

Direct: Accountable for maintaining accurate, complete, up-to-date auditable records; reporting of operating and capital income and expenses (in excess of \$1 million annually); the maintenance of multi-million dollar plant facilities, grounds, equipment and vehicles; the proper reporting and control of Bingo revenues and expenses, government funding, proceeds from development and fund-raising activities, endowment and other restricted funds.

Approval Signatures

Immediate Supervisor: _____	Date: _____
2nd Level Supervisor: _____	Date: _____
Personnel Director: _____	Date: _____
*Incumbent: _____	Date: _____

***Verifies Employee has received a copy of the most current position description.**

Primary Responsibilities

1. Under the direction of the President, is the executive and legal representative of the Office of Catholic Education to the school responsible for all aspects of the school's administration and operation as well as the welfare of all the students in the school. Key responsibilities include:

Mission Effectiveness/Faith Leadership. Ensures that the central part of the educational mission demonstrates in theory and practice the Gospel of Jesus Christ and the teachings of the Catholic Church. Models Gospel values to the school community. Preserves the Catholicity of the school. Reviews theology curriculum and directs the campus ministry program to further the religious formation of the faculty, staff and students. Builds faith leadership within school community. Provides opportunities for staff/students to share their faith in community.

Fiscal Accountability. Develops and submits for approval of the Office of Catholic Education (OCE) annual operating and capital budgets and staff plans following published policies, guidelines and procedures; monitors authorized spending; ensures proper fiscal and facilities management and administration including: timely monthly reporting to supervisor of budget versus actual operating and capital income/expenses, and accurate and timely reporting of development, endowment and fund-raising activities

Human Resources. Follows personnel policies and procedures issued and controlled by the OCE including but not limited to the hiring of school staff, given prior review and approval of supervisor, within the limits of salary scale guidelines and budget provisions. Makes teaching and non-teaching assignments, based upon approved staffing plans, equitably matching school/administrative/student needs to staff skills, abilities and interests, where possible. Supervises and at least once annually Evaluates all faculty and staff following policies and procedures established by the OCE and in effect with current bargaining agreement(s). Takes corrective actions where necessary in a timely fashion following OCE personnel policies and procedures (and where applicable current contractual agreement). Conducts a well-organized orientation program for new faculty and staff members. Provides routine inservice programs and department head, faculty and staff meetings that foster professional growth and development. Maintains an environment that stimulates faculty development and facilitates positive morale. Enables sufficient staff backup and cross training in administrative functions. Provides assigned supervisor with thorough and complete briefings, project plans, and administrative reports and periodically reviews with supervisor personnel and administrative practices to ensure application of OCE policies and procedures.

Instructional Program. Oversees implementation of curriculum, testing, and teaching methods in effect to ensure consistency with Catholic teachings and State minimum standards and all appropriate local, state and federal guidelines. Monitors classroom instruction and safeguards instructional time including the establishment of workable teaching schedules. Provides learning beyond classroom opportunities. Requires consistency and equity between the written, taught and tested curriculum. Routinely assesses and evaluates the instructional program based on feedback data regarding student progress. Motivates faculty to keep up with new trends in education and encourages teachers to experiment with new techniques, materials. activities and courses. Ensures effective integration of technology into the teaching/learning process. Oversees the judicious use of available government funding. Directs the school's accreditation process with both the North Central Association and the Ohio Catholic Schools Accrediting Association. Leads overhaul of curriculum to become 21st century model of Catholic education. Manages Student Information System, including creation of master schedule and assignment of classes to students.

Community Partnership. With the President is the official representative of the school at both school and local non-school events and gatherings whenever necessary. Is readily available to staff, students and parents for consultation. Creates and follows OCE procedures that enable the involvement of staff, students and parents in the evaluation and improvement of administrative, instructional and curricular processes and programs. Keeps parents well informed on the progress of their children, and on all school activities, needs and opportunities. Maintains an active and effective relationship with all parents, advisory, and booster associations, the local Catholic elementary schools, local parish-based PSR programs, and the local public school systems. Encourages the faculty and staff to become involved in parent and community activities. Participates with other parish and diocesan-owned school administrators to build strong collaboration and support, and supports the sharing of resources where appropriate.

Primary Responsibilities (Continued)

Student Affairs. Oversees the school's athletic program, clubs, and student social activities. Directs, through the assigned staff, all student activities including assembly programs and the calendar of events. Approves classroom and assembly guest speakers. Monitors co-curricular programs. Directs the Guidance Department's pupil services activities. Ensures that OCE procedures are followed for the accurate, secured, and up-to-date maintenance of student records. Establishes effective attendance, punctuality and discipline procedures following OCE policies. Follows OCE policies in the handling of serious and/or chronic discipline cases and ensures complete and timely communication with supervisor in such matters.

Institutional Advancement. Supports the President in the school's development, fundraising, public relations, recruitment and retention activities. Provides personal support to all special events. Determines school fundraisers. Follows related OCE institutional advancement policies. Supports/accompanies the President in the cultivation of major donors.

Buildings and Grounds. Directs the school's building maintenance staff to ensure that the school's buildings, grounds, equipment, and materials are properly maintained in good repair. Follows the OCE maintenance program and plan of preventive maintenance; makes recommendations for capital expenditures and major facilities repairs. Ensures that the building environment is conducive to learning and safety.

Representation to Teachers Union. Participates in contract negotiations (i.e., CHALTA) particular to diocesan-owned school employees and adheres to the stipulations of the current contract. Keeps supervisor fully informed of contract issues and concerns.

2. Assumes additional assignments and responsibilities outside the scope of this description as requested by and at the discretion of the supervisor and the Superintendent of Schools.