

**Principal Job Description at
St. Clare of Montefalco Catholic School
Creating Leaders in Life since 1927**

OUR MISSION STATEMENT:

St. Clare of Montefalco Catholic School is to be a Gospel presence in our diverse community and provide opportunities to develop each child's God given talents

OUR PHILOSOPHY:

St. Clare of Montefalco is a Christian community committed to excellence and uniqueness through extraordinary effort and love. It practices Christian beliefs by providing an atmosphere which encourages each member to develop a sense of personal worth, academic excellence, and Christian responsibility. It fosters a climate of moral awareness, social responsibility and respect for one another. In so doing, this school community is sharing its common belief in Jesus Christ.

OUR STORY:

St. Clare of Montefalco is a private, Catholic elementary school that serves a diverse study body. The study body is made up of a variety of religious, economic, and ethnic family backgrounds. This diversity is celebrated and creates a basis for a strong underlayment of respect and leadership. St. Clare students complete a challenging elementary school curriculum aimed at gaining them entrance into the best local, private and public high schools.

ROLE OF A PRINCIPAL:

1. The principal is the chief administrator as well as the educational and spiritual leader in the Catholic School.
2. As administrator, the principal is responsible for all aspects of the school as a Catholic institution. The principal collaborates with the pastor and consults with the School Advisory Commission.
3. The principal collaborates with the Office of Catholic Schools for the Archdiocese of Detroit.
4. As the formational leader, the principal, in collaboration with the faculty, catechists and the parish Director of Religious Education (DRE), is responsible for all aspects of the school's religious program.
5. The principal is responsible for handling all evaluation of staff members and overseeing the school budget in collaboration with the Parish Business Manager.
6. The principal is responsible for the ensuring all AOD and school policies are followed.
7. The principal is responsible for the marketing of the school for growth and strategy for continuing the enrollment growth.

THE PRICIPAL MUST MEET THE FOLLOWING REQUIREMENTS:

1. Be a practicing Catholic and registered member of a Catholic parish.
2. Hold a Master's degree or higher from an accredited university preferably in Educational Administration and hold a principal endorsement from the State of Michigan.
3. Hold a currently valid teacher certificate and administrator's certificate
4. Hold a catechist certificate
5. Minimum of five years of teaching experience and a minimum of three years' administration experience is mandatory.

6. Be able to meet any other local requirement pertinent to the available position in administration.
7. Create a clear set of instructional goals with resources from the AOD, State of Michigan and unique St. Clare objectives. Monitor instructional and administrative processes using data driven decision making practices and ensure the curriculum program effectively aligns with desired outcomes.
8. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals. Foster an environment of team-building among staff members. Encourage active involvement fostering an environment of open communication with principal, staff, students, parents, and community.
9. Direct planning activities and training and put programs in place with staff to ensure attainment of school's mission.
10. As a leader new to St. Clare School, this principal has a unique opportunity to identify areas of school excellence and areas for improvement. The new principal will be expected to identify, analyze, and apply his/her unique experience to promote school improvement.
11. Communicate and promote expectations for high-level performance to staff and students and their families. Recognize excellence and achievement. St. Clare has a history of strong academic achievement recognized by local AOD high schools. This high-quality learning environment comprised of the school facility, technology and teaching resources and materials must be maintained.
12. Ensure effective and quick resolution of conflicts. Foster and nurture a culture of respect that celebrates multiculturalism and diversity across age, race, gender, income level and religious denomination.
13. Work with the Pastor, Parish Business Manager, Archdiocese and Alumni to develop and manage a financially sustainable business plan for the school.
14. Work directly with the School Advisory Commission to promote programs and policies that enrich the educational standards, cultural environment and long-term sustainability of the school.
15. Provide leadership and support to school enrichment organizations such as the Parent Teacher Organization (PTO).
16. Collaborate with the Pastor and school leadership to develop a marketing and promotion plan that positions the school for growth and stability within a competitive and complex educational marketplace.
17. Build relationships in the communities of Detroit, Grosse Pointe and other 'home communities' of St. Clare students/ families, faculty and staff.

Resume must be sent to:

Fr. Andrew Kowalczyk, CSMA
and Search Committee
1401 Whittier Rd.
Grosse Pointe Park, MI
48230

or

andrewk@stclarem.org