

# Catholic Elementary School Principal

**Holy Rosary Academy, San Bernardino**  
**St. Adelaide Academy, Highland**  
**Sacred Heart Academy, Redlands**  
**St. James Catholic School, Perris**

**Annual Salary \$70,000.00 - \$75,000.00 DOE**

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

**Position Summary:**

The principal is the educational leader of the school directly responsible for the administration, operation, and development of all academic, co-curricular, and formational programs of the school and for the planning, coordination, and execution of the school's educational policy. This responsibility demands a close working relationship with the pastor (elementary), Office of Catholic Schools, Diocesan Pastoral Center offices, faculty, staff, and students, as well as parents and the community at large.

The principal is a facilitator of the community of faith and bears the responsibility for the integration of faith and culture within the school. It requires a religious and educational leader with a vibrant Christian spirituality in the Catholic tradition, sound educational and theological understandings, and life-giving leadership skills. The leadership provided by the principal will be consistent with the religious, moral, and ethical principles of the Catholic Church, with Catholic teachings, philosophy, and values, and with the Diocesan vision for Catholic schools.

The principal has the primary responsibility for achieving the mission of the school by maintaining and developing a school strong in academic achievement and programs to meet the co-curricular and extra-curricular needs of the students. Concurrently, the principal is responsible for overseeing the fiscal health and vitality of the school. The principal will collaborate with all prudent financial departments: the Office of the CFO, and the Office of Catholic Schools to implement effective and efficient financial measures.

The principal is ultimately responsible for all instructional and operational programs of the school. The principal oversees the coordination of the administrative team who assists the principal in executing this responsibility. The principal works together with the administrative team and other directors, if applicable, of the school's programs to ensure the effective day-to-day operation of the school.

The principal must also demonstrate the following:  
Commitment to an ongoing understanding of the ministries and spirituality of the school as it continues to evolve.  
Excellent oral and written communication skills, including public speaking skills.  
Knowledge and understanding of the financial, accounting, marketing, and operational functions of an organization and the ability to apply this knowledge in decision-making.  
Commitment to ongoing professional growth through reading, classes, workshops, conferences, etc. - Ability to articulate an educational vision that incorporates the best aspects of Catholic education.  
Experience with various leadership strategies when dealing with parents, boards, and alumni.

**Examples of Essential Job Functions:**

To develop and maintain a strong and vibrant faith community among students, faculty, staff, and parents centered on the mission and core values of the school.

To develop strategy and direct implementation of action plans, allocating resources effectively to support and achieve the school's goals. To grow the fiscal vitality of the school by planning and executing initiatives.

To promote a rigorous curriculum, high-quality instructional practices, and informed decisions to drive improvement.

To provide an environment that supports cooperation and collaboration with faculty/staff, students, and community.

To be a visible presence in all areas of the school, encouraging excellence, facilitating opportunities, and working to resolve all problems, both routine and unique as they arise.

To attract and maintain an exemplary faculty; to support and implement professional growth programs; and to develop an administrative team.

**RESPONSIBILITIES:**

**LEADERSHIP IN FAITH COMMUNITY/CATHOLIC CHARACTER**

- Ensures that the Catholic character of the school is developed and nurtured.

- Helps faculty and staff integrate the mission of the school in all affairs of the school: academic, student life, athletic, and campus ministry.
- Generates a positive Catholic culture and environment in the school, thus developing a strong Catholic faith community.
- Works closely with the pastor to ensure opportunities for annual retreats, worship and prayer, and service.

#### LEADERSHIP DEVELOPMENT OF SELF AND OTHERS

- Models integrity and promotes high ethical and professional standards in all interactions with shareholders in the school.
- Work in close collaboration with other administrative team members to form an effective team.
- Engages in ongoing learning to keep abreast of contemporary educational issues.
- Engages in succession planning and developing leadership potential.
- Supports and mentors staff.
- Assists Administrative Team members with goal setting and performance reviews.
- Develop a culture of reflection, self-review, and improvement within the school.

#### LEADERSHIP IN OVERALL POLICY

- Works cooperatively with the bookkeeper, business manager, or Office of the CFP in the development of the annual school budget, monitoring relevant expenditures to be reviewed by the Office of Catholic Schools.
- Monthly review of Balance Sheet, Income Statement, and tuition accounts
- Provides input into periodic review of the philosophy and mission statements of the school.
- Develops faculty procedures in collaboration with the school administrative team.
- Ensures compliance with accrediting agencies and all State of California and Diocesan policies; oversees the completion of all official accreditation, diocesan, and state reports.
- Ensures compliance with all student enrollment policies.

#### LEADERSHIP IN IMPROVEMENT, INNOVATION AND CHANGE

- Establishes, implements, and reviews the school's strategic plan.
- Promotes innovative ideas and practices.
- Develop a culture of reflection, review, and improvement.
- Leads annual goal setting, implementation, and review with teaching staff.
- Leads the school review and improvement process.
- Facilitates and encourages quality change process.

#### LEADERSHIP IN FACULTY AND STAFF RECRUITMENT/DEVELOPMENT

- Interviews, employs and, where necessary, terminates members of the faculty and staff after appropriate consultation with the Office of Catholic Schools.
- Provides orientation for new teachers and school staff in conjunction with the school administrative team.
- Nurtures the development of leaders within the faculty and staff.
- Establishes an organizational structure through which working relationships, lines of accountability and responsibility, and communication channels are clearly defined.
- Implements and encourages collaborative planning and leadership at all levels of the school organization.
- Contributes to the building of positive morale among faculty, staff, and students.
- Plans and coordinates agendas for faculty meetings and in-service days.
- Annually review and revision of Handbooks corresponding to diocesan policies.

#### LEADERSHIP IN ACADEMIC AFFAIRS

- Assumes overall responsibility and accountability for the planning, development, implementation, and evaluation of the curriculum.
- Keeps abreast of standards, trends, developments, and research as they pertain to educational practices, especially in Catholic schools.
- Develops a strategy for analyzing and implementing the curriculum and program needs of the future.
- Works closely with the Administrative Team, as their responsibilities dictate, and department chairs in the development and evaluation of curriculum and instruction, in the integration of local and global explorations, the scheduling of classes, and the daily schedule.
- Oversees assignment of teaching and other professional responsibilities, as the needs of the school require.

#### LEADERSHIP IN STUDENT AFFAIRS

- Promotes student activities that ensure the quality of student life and the total school program.
- Makes final decisions regarding probations, suspensions, and dismissals.
- Supervises the administration of the discipline policies of the school in a manner consistent with the spirit of the mission.
- Responsible for timely publication of the Parent/Student Handbook and accuracy and legality of all policies contained therein.

OTHER:

- Promotes purposeful and intentional inclusion and mentorship for new students, personnel, and families.
- Communicates short- and long-range plans to the school community.
- Ensures the coordination of the use of school facilities for school and non-school-related functions.
- Assists the Admissions Director in enrollment management, recruitment plans, and in maintaining a presence with local partner schools.
- Works cooperatively with parent groups and alumni, maintaining close liaison with the Office of Catholic Schools.
- Conducts regular Administrative Team meetings.
- Maintains memberships in accrediting and other professional organizations (WCEA, NCEA, College Board, etc.).
- In collaboration and coordination with other key offices of the school, oversees annual school calendar planning.

**Qualification Guidelines:**

- Knowable and practicing Catholic in good standing.
- Master's degree in educational leadership/administration or related field, or administrative credential.
- Three years of successful administrative school experience.

**Physical Requirements:** Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting, and carrying up to 20 lbs., pushing, pulling, kneeling, crouching, hearing, speaking, seeing, reaching, repetitive forward bending, arm/hand motions, hand/finger movements prolonged gripping of an item, sense of touch/feel, temperature extremes.

Interested Candidate, please submit resume to:

Attn: Ana Podboj  
Diocesan Pastoral Center  
1201 E. Highland Ave.  
San Bernardino, CA 92404  
Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org) or fax to 909-475-5189

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