

# **Catholic High School Principal**

**Notre Dame High School, Riverside**

**Annual Salary \$105,000.00 - \$108,000.00 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. Concurrently, the Principal is responsible for overseeing the fiscal health and vitality of the school. This responsibility demands a close working relationship with the Diocesan School Leadership Team, Diocesan Pastoral Center and Controller, the faculty, staff and students, as well as parents and the community at large.

This position bears the responsibility for the integration of faith and culture within Notre Dame High 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.

Additionally, this position is responsible for achieving the mission of the school by maintaining and developing a school strong in academic achievement, counseling and guidance services, and ample programs to meet the co-curricular and extra-curricular needs of the students. In coordination with the Administrative Team and other school program directors, the principal will ensure the effective day-to-day operation of the school.

## **Examples of Essential Job Functions:**

1. Leads staff in advancing Diocesan and school goals.
2. Provides a high level of competent instructional leadership focusing on the maximum intellectual growth of the student as the primary task.
3. Oversees the development of the School Master Schedule and assigns all staff.
4. Supervises and evaluates the performance of all assigned personnel, certificated and classified staff in accordance with the Diocese's adopted guidelines for evaluation.
5. Directs activity necessary to support effective programs of student counseling, guidance, and discipline and assists the staff in maintaining a safe and orderly learning environment.
6. Actively seeks community support for the educational programs.
7. Encourages staff collaboration particularly as related to the implementation of curriculum (i.e. Common Core State Standards) and instructional practices.
8. Promotes parent involvement and parent education in support of student learning.
9. Leads and directs the preparation and completion of all state and federally mandated reports, and review processes such as WASC, WCEA; responsible for all accreditation activities.
10. Provides positive and effective public relations for the schools, including but not limited to parents, alumni, donors and community representatives.
11. Manages the school budget to allow for maximum utilization of funds to support instruction.

12. Coordinates and monitors the usage of school facilities and grounds by school and community groups.
13. In collaboration with Finance Department manages all resources at school site, including setting and maintaining a balanced budget (including student body accounts), planning for future needs, maintaining cash controls for the site, assuring fiscal accountability and positive monetary balances, and ensuring compliance with restrictions and reporting requirements of categorical funds and restricted donations while adhering to Diocesan policy and protocols for sound fiscal management
14. Assumes responsibility for his/her own professional growth by keeping up to date on all changes and developments in education.
15. Plans, develops and implements professional development for both certificated and classified staff.
16. Attend all Principal monthly meetings.
17. Prepares all required compliance reports and documentation.
18. Performs related duties as assigned by Superintendent/Diocesan representative.
19. To develop and maintain a strong and vibrant faith community among students, faculty and staff, and parents centered on the mission and core values of Notre Dame High School.
20. To develop strategy and direct implementation of action plans, allocating resources effectively to support and achieve the school's goals.
21. To grow the fiscal vitality of the school by planning and executing initiatives.
22. To promote a rigorous curriculum, high quality instructional practices and informed decisions to drive improvement.
23. To provide an environment that supports cooperation and collaboration with faculty/staff, students and community.
24. 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.
25. To attract and maintain an exemplary faculty; to support and implement professional growth programs; and to develop an Administrative Team.
26. Completes other related work as required and assigned.

### **Qualification Guidelines:**

- California Teaching Credential
- Administrative Credential
- Master's Degree
- Must be a Catholic in good standing within the Catholic church
- Minimum of five (5) years of successful teaching experience
- Ability to communicate effectively in English, both orally and in written form.
- Experience in a multiethnic school- (highly desirable)
- Bilingual, bi-literate (in Spanish)- (highly desirable)
- Five (5) years of successful administrative or like position experience- (highly desirable)
- Commitment to an ongoing understanding of the ministries and spirituality of NDHS 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, conference, etc. Ability to articulate an educational vision that incorporates the best aspects of Catholic education with an annual Strategic Plan.
- Experience with various leadership strategies when dealing with parents, boards, alumni, donors and the community at large.

## **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 probation, 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.

**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, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested Candidate, please submit resume to:

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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