

PIQUA CATHOLIC SCHOOL POSITION DESCRIPTION



POSITION TITLE: **Principal**
EFFECTIVE DATE: July 1, 2024

POSITION SUMMARY:

The Principal serves as the religious, academic, community, and operational leader of Piqua Catholic School. The Principal guides the school's strategic plan, engages and communicates with stakeholders on all levels, and hires and evaluates the school's faculty and staff. The Principal acts as the chief spokesperson for the school and ensures that the school authentically reflects the teachings of the Catholic Church, the initiatives of the Archdiocese, and the needs of the people that it serves.

QUALIFICATIONS AND REQUIREMENTS:

Must have experience in school leadership and leading in an educational setting

Possesses a deep knowledge of curriculum organization, effective pedagogy, and assessment.

Must be a practicing Catholic with a personal faith commitment and demonstrated ability to serve as a faith leader of the school.

Minimum of a Master's degree in Education

Demonstrated ability to work in partnership with students and families of all backgrounds and all abilities.

Ability to establish goals and expectations for professional practices and students' outcomes.

Possesses proficiency in collecting, analyzing, and using data to guide action.

Demonstrated ability to collaborate with others and gather input when assessing progress and developing strategies and solutions.

Strong commitment to personal/professional integrity and moral character.

Demonstrated strong public relations skills, including verbal and written communication skills.

Ability to work collaboratively, and in a complex organizational setting.

Proficiency in communication technologies.

Excellent at motivating and influencing others to achieve.

Proven ability to build and maintain relationships of trust with all members of the school

SUPERVISION RECEIVED:

Works under the direction of the Pastor of The Our Lady of Fatima Family of Parishes, with defined oversight by the Catholic Schools Office of the Archdiocese of Cincinnati.

SUPERVISION EXERCISED:

All school faculty and staff, including Assistant Principal, Preschool Director, Advancement Director, Marketing Director, IT Director, and Business Manager.

DUTIES & RESPONSIBILITIES:

1. Provides leadership, oversight, and accountability for the religious, academic, community, and operational programs of the school.
2. Monitors and upholds the quality of the school's Catholic identity to ensure that it authentically reflects the teachings of the Church.
3. With the Pastor, maintains a strong religious instruction program, frequent opportunities for religious worship and prayer, and engaging service programs for students.
4. Monitors the school's academic program to ensure the highest possible quality of teaching and learning.
5. Performs classroom observations and regular evaluations of instructional staff.
6. Monitors the school's Technology Plan to ensure that instruction utilizes the best possible information technology.
7. Oversees the OCSAA accreditation process, including re-accreditation, monitoring of goals, and filing of necessary OCSAA reports.
8. Nurtures, encourages, and monitors the ongoing professional development of all staff.
9. Maintains an atmosphere of respect and good conduct throughout the body of students, parents, and volunteers.
10. Monitors all extra-curricular and co-curricular activities to ensure that they offer vibrant opportunities for students that are reflective of the school's Catholic identity and applicable laws and policies.
11. Communicates the values, needs, efforts, and accomplishments of the school with supporters and members of the parish and surrounding community.
12. Maintains and monitors the school's strategic plan.
13. Monitors, promulgates, and revises the school's policies.
14. With the Business Manager, provides oversight of the school's financial plan, including fundraising, development, and budgeting.
15. Provides oversight for the proper functioning of the school's physical facility. Monitors the school's facilities plan. Ensures that all facilities are safe and compliant with relevant laws and policies.
16. Nurtures a well-developed recruitment plan for new students. Ensures that this plan is compliant with applicable Archdiocesan and state policies.
17. Maintains positive communications with parishioners, alumni, donors, and other supporters to maximize support for the school.
18. Meets regularly with the Pastor to discuss the school's quality, policies, and operations.

19. Meets regularly with the Piqua Catholic School Board to receive feedback on the school's quality, policies, and strategic plan.
20. Regularly conducts staff meetings and administrative team meetings to ensure the goals and needs of the school are being met.
21. Meets with the Advancement Director and Marketing Director to effectively communicate school news and foster relationships with the community
22. Attends Archdiocesan Principals' Meetings, School Cluster Meetings, and other meetings required by the Archdiocese.
23. Other duties as assigned by the Pastor.

APPLICATION PROCESS:

Please submit a letter of interest and your resume to Father Eric Bowman, Pastor at pastornw6@gmail.com. Qualified candidates will be invited to interview on an ongoing basis until the position is filled.

Dear Applicant:

Thank you for your interest in serving as principal in the Archdiocese of Cincinnati.

Individuals wishing to apply for employment as a principal at Archdiocese of Cincinnati high schools or parish elementary schools are required to submit a complete application packet for consideration. The information required for a completed packet is listed below.

The application packet must be submitted by email as ONE SINGLE PDF Attachment. Include the following information in the PDF in the order listed below. Email to Kathy Kane: kckane@catholicaoc.org

- a completed application
- resume
- copy of license(s)

Upon receipt, your application materials will be reviewed, and should you meet initial qualifications, you will be contacted for a screening meeting.

Please feel free to contact me should you have further questions regarding the application process.

Sincerely,

Kathy Kane
Deputy Superintendent
Archdiocese of Cincinnati
Catholic Schools Office
100 E 8th Street
Cincinnati OH 45202

Archdiocese of Cincinnati PRINCIPAL APPLICATION

BASIC INFORMATION

Last Name:
First Name: **Middle Initial:**
Other names that may appear on official documents:
Ohio Certificate/License ID #:
Street Address:
City, State, Zip Code:
Phone #: ()
E-mail Address:
Date of Application:

Note: Per Archdiocesan Policy, all principals of Catholic schools must be practicing Catholics.

Have you participated in SafeParish training and completed an online background check through SafeParish? _____(Yes/No)

Date of most recent BCI fingerprint report: (mm/dd/yyyy)
Date of most recent FBI fingerprint report: (mm/dd/yyyy)

LICENSE/CERTIFICATION:

Type of Certificate or License and License Number:	State of licensure:	Date issued (mm/dd/yyyy)	Date expires (mm/dd/yyyy)	Specific areas listed on certificate/license:

Will you become eligible for any other state of Ohio license prior to July 1? _____

If yes, please list: _____

EDUCATION & WORK EXPERIENCE

Degree(s) and hours completed beyond highest degree	Major/Minor	University & Location	Dates: ex. (1999-2004)

NOTEWORTHY COURSEWORK IN ADDITION TO DEGREE

Coursework	Total Hours	University & Location	Dates: ex. (1999-2004)

RELATED WORK EXPERIENCE

Position	School/Organization	Location	Dates Employed: ex. (2004-2008)

PERSONAL RESPONSES

Please respond to the following questions. Your response will help to better understand the strengths you can bring to administration in general, and to a Catholic school in particular.

Please limit your typed responses to a total of no more than three pages.

- 1. Why are you applying to be a principal in a Catholic school?**
- 2. What skills/knowledge/experiences do you have that make you the BEST candidate for an administration position in one of our Catholic schools?**
- 3. As the Catholic leader of the school, briefly describe:**
 - Spiritual Leadership**
 - Academic Leadership**
 - Community Engagement/Marketing**
 - Financial Stewardship/Use of Resources**

4. Describe how you will determine the needs for professional growth of your faculty/staff.

5. What person or life event inspires you? Why?

6. What professional book, article, and/or writer best aligns with your thoughts and/or philosophy of education? Why?

7. List the names and contact information for three or more professional references, including your current employer. Note: If your current employer is not listed as a reference, please provide an explanation as to why.

NOTE: The submission of this form substitutes for legal signature.