

St. Mary Magdalene Catholic School, a Pre-K3 through 8th grade school, located in Apex, North Carolina is seeking a qualified and experienced educational leader for the position of Principal effective for the 2019 – 2020 academic year. StMM has an experienced faculty and staff of 68 professionals and a student body of 630 students. The principal will work closely with the Pastor of St. Mary Magdalene Church, the School Advisory Committee, the Parent-School Organization, and the Diocese of Raleigh Catholic Schools' office to develop a vision for a 21st Century Catholic School. The new principal will continue to build on a 20-year tradition of high academic excellence, accelerated instructional programs, and outstanding sports and fine arts programs while continually promoting the "We Pray We Learn We Care" school mission.

JOB DUTIES:

The responsibilities of the Principal include but are not limited to:

Catholic Identity

- Foster a learning environment that ensures the continuing presence of Catholic values
- Develop an academic program that addresses total Catholic development of the students
- Assume role as spiritual leader of the school
- Provide leadership in developing policies to strengthen the school/center as a Catholic faith community
- Provide a minimum of one day per school year for staff spiritual growth activity

Effective Leadership

- Develop professional and personal goals/objectives for the academic year which will enhance the academic effectiveness of the school and the growth of the principal/director (Appendix)
- Retain membership in the National Catholic Education Association (NCEA)
- Attend all principal meetings scheduled by the Superintendent
- Attend all diocesan school staff development programs
- Conduct monthly faculty meetings in order to provide site based staff development to establish, maintain and monitor all required rules and regulations essential for an efficient and effective school/center program and necessary for the safety and health of students
- Plan and monitor all academic and personnel schedules
- Counsel and advise all members of the faculty in the development of performance objectives for effective teaching programs and techniques in compliance with the *Diocese of Raleigh Catholic Schools Office License Renewal Plan* (Appendix/Licensure Renewal)
- Provide appropriate support and guidance to the initially licensed teacher (ILT) as outlined in the *Diocesan North Carolina Beginning Teacher Support Program* (Appendix/Initial Licensure)
- Annually evaluate the overall performance and academic credentials of instructional and non-instructional staff
- Collaborate with non-instructional staff in the development of annual professional growth plans
- Annually evaluate the overall performance of non-instructional staff
- Implement the policies outlined in the *Diocesan Administrator Handbook*
- Interview, screen, hire, evaluate and terminate the services of school/center personnel in consultation with the pastor and submit an annual report to the school/center advisory committee

- Provide orientation for all staff new to the school
- Evaluate all aspects of the school/center program based on accreditation guidelines
- Develop annual goals and strategies based on the annual school improvement plan as identified by AdvancED or Diocesan Early Childhood Standards
- Establish regular communication with the pastor regarding the school/center personnel, programs, issues, and finances
- Prior to the suspension or termination of employees consult with the Superintendent and the Diocesan Director of Human Resources
- Designate an on-site person to assume responsibility in the absence of the principal/director
- Complete all forms requested from the National Catholic Education Association and the Catholic Schools Office
- Prepare/update Faculty Handbook (Appendix)
- Maintain personnel files as outlined in the Personnel Section of this Handbook
- Collaborate with the pastor and maintenance personnel in overseeing maintenance of the school/center facility and recreational areas
- Develop an annual school/center budget with the assistance of School Advisory Committee members qualified in finance, for submission to the parish Finance Council and/or pastor; diocesan high schools submit the budget to the Board of Trustees for approval
- Authorize all school expenses following approval of annual budget
- Provide a monthly budget report to the pastor and Parish Finance Council
- Implement and maintain school/center revenue and expenses within the approved operating budget
- Assist parent(s) in the application for federal or state education monies as applicable
- Communicate information regularly to parents and provide appropriate forum to encourage communication and feedback
- Involve parents in the activities of the school/center and/or parish and participate in school sponsored activities
- In collaboration with the faculty develop a school discipline plan that aligns with the philosophy and mission of the school

Academic Quality

- Initiate action to ensure the attainment and maintenance of religious and academic standards consistent with accreditation and Diocesan guidelines
- Provide staff development, in collaboration with the Catholic Schools Office, for all faculty and staff, that promotes professional growth, as well as knowledge of teaching methods, strategies and resources
- Articulate and monitor implementation of the *Diocese of Raleigh Catholic Schools Curriculum Guide* and/or *Pre-K Curriculum*
- Select administrative staff and curriculum coordinators as explained in Instruction Section of this Handbook
- Coordinate the process for requisition of curriculum materials
- Facilitate and monitor AdvancED or Early Childhood Center accreditation process
- Facilitate and monitor requested testing programs
- Design class schedules and instructional programs
- Coordinate remedial and enrichment programs
- Coordinate federally funded programs
- Maintain student records/transcripts as described in the Student Section of this Handbook

QUALIFICATIONS:

- Practicing Catholic with a strong commitment and working knowledge of the Catholic faith
- Master's Degree with graduate work in curriculum, instruction, supervisor or another related field
- Five years of experience as a teacher or administrator
- Currently hold or be able to obtain/ hold a valid NC administrators license
- A strong communicator and manager who listens and communicates effectively and consistently
- Comprehensive working knowledge of school finance and budgeting
- Ability to oversee facilities management in order to maintain a safe and attractive learning environment
- High level of interpersonal, collaborative, organization and administrative skills with the ability to implement policies, directives and initiatives

SALARY:

- Commensurate with education and experience

APPLICATIONS:

We invite all interested candidates to please submit the follow to jobs@stmm.net by December 5th.

- Cover Letter, addressing the following items:
 - Why do you find yourself being called to Catholic leadership?
 - Offer three specific skills that you possess that qualify you for a leadership role in a Catholic school.
 - Describe how you would implement an exciting new program or idea as principal of StMM.
- Resume