

Position Description

The Principal of Ss. Peter and Paul School is a highly skilled professional who is able to lead our ministry and fulfill the mission of our school. The principal is responsible for managing the day to day activities of the school while creating a culture of faith-filled teamwork and vision.

Responsibilities Overview:

Facilitator of the school community of faith

- Experience in designing and implementing programs that foster Catholic Faith Formation and academic excellence
- Maintains a sense of unity between the parish and the school
- Committed to stewardship and forming and growing disciples
- Emphasizes service-consciousness of faculty and students

Administrator

- Ensures the safe and efficient daily operation and maintenance of the school
- Provides active oversight of school related organizations
- Ensures strict compliance with the state and diocesan guidelines
- Ensures the health and safety of the students by providing a safe learning environment

Parish School Board Administrator

- Develops and promotes the goals of the school to meet the needs of students, the expectations of the parents and interests of the faculty and staff
- Initiates, develops and implements school policies and programs
- Informs and confers with board as appropriate
- Develops and executes the long-range plans for the school

Public Relations

- Maintains open communication with faculty and staff, students, parents, pastor, School Board and community
- Communicates and promotes the school's values, needs, efforts and accomplishments to the local community
- Actively involved in student recruiting and retention

Director of professional growth and development of faculty and staff

- Represents school staff within parish leadership
- Communicates effectively with faculty and staff regularly
- Recruits, retains and develops high-quality staff personnel
- Promotes a professional atmosphere of teamwork with all faculty and staff
- Fosters innovations, values new ideas and is receptive to feedback

Educational Leader

- Implements a high-quality, dynamic Catholic learning environment
- Develops, reviews and implements a total curriculum which integrates the student's intellectual, religious, social, emotional and physical growth
- Initiates and sustains parent-teacher-student interaction and communication
- Actively engages in classroom experience and enthusiasm for the profession

Technology

- Promotes use of technology and digital innovations in classroom environments
- Ensures achievement of technology standards
- Maintains and upgrades the technology infrastructure to support the school and classrooms

Required Certifications and Licenses:

- Illinois state principal license
- A master's degree in administration or its equivalent
- Five years of demonstrated success in teaching
- Commitment to a Catholic philosophy of education
- Fulfills the standards established by the Catholic Diocese of Springfield in Illinois