

The Principal serves as the spiritual, instructional and administrative leader of the school, and as such is responsible for the effective operation of the school as a Catholic educational institution. The Principal has the overall administrative responsibility for the implementation of Diocesan Schools Office Policies as well as those developed at the local level.

**Parish-owned Schools**

- The Principal is hired by and responsible to the Pastor, subject to the approval of the Diocesan Superintendent of Schools. The Principal has the overall administrative responsibility for the implementation of Diocesan School Policies and the operation of the school.
- In inter-parish schools, with the approval of the Superintendent of Schools, the Principal is hired by and responsible to the Pastors of the sponsoring parishes.

**Diocesan-owned Schools**

- In Diocesan-owned schools, the Bishop is responsible for approval and appointment of the Principal. He delegates to the Superintendent of Schools the responsibility for setting up an appropriate process for the recruitment and interviewing of candidates and acts upon the recommendation submitted by the Superintendent.

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**Qualifications of the Principal****POLICY 2231**

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Applicants must:

- be a practicing Roman Catholic, committed to the Church's philosophy, doctrine and teaching mission.
- possess an advanced degree in education. Massachusetts' certification as a school administrator is preferred.
- have teaching experience sufficiently broad to provide an understanding of the K-8 or 9-12 structure. A minimum of three years teaching experience in a Catholic school is preferred.
- demonstrate leadership ability and skills to collaborate with school, parish and civic communities.

All prospective principals, religious and lay, are required to follow the process for the selection and appointment of school principals as established by the Diocesan Schools Office. After an application has been processed, the candidate must first be interviewed by Diocesan Schools Office personnel and must have the approval of the Superintendent of Schools before being interviewed at the local level and appointed to a school.

In Parish-owned schools, the Pastor(s) is responsible for employing a qualified school principal subject to the approval of the Diocesan Superintendent of Schools. After initial screening and approval at the Diocesan level, candidates are interviewed at the local level by a team, which may include the Pastor and some members of the local school board and parish council. The Pastor makes the final decision on the candidate appointed as Principal.

In Diocesan-owned schools, the Bishop is responsible for approval and appointment of a principal. He delegates to the Superintendent of Schools the responsibility for setting up an appropriate process for the recruitment and interviewing of candidates and acts upon the recommendation submitted by the Superintendent.

**In parish schools where the Principal has the overall administrative responsibility** for the implementation of Diocesan Schools Office Policies and the operation of the school, specific duties and responsibilities include, but are not limited to, the following:

**1. Promote the school as a mission of the Catholic Church**

- a. work with staff and Pastor(s) to ensure that this mission is understood and that Catholic identity is evident within the school
- b. nurture faith development through a sound religion curriculum, opportunities for prayer and worship, a supportive Christian community and school involvement in service to those in need
- c. implement policies of the Diocesan Schools Office
- d. foster collaboration between the parish(es) and the school
- e. serve as administrative officer and participate in meetings of the school board
- f. give State of the School Report to school board and implement policies of the School Board
- g. provide in-service opportunities for the School Board

## **2. Provide leadership in instruction, curriculum development, and evaluation**

- a. coordinate faculty and group meetings to study curriculum areas, and prepare a school instructional program to meet well-defined goals and instructional needs
- b. encourage instruction which meets the various needs and abilities of students
- c. improve the quality of instruction, and evaluate the total instructional program through continuing supervision
- d. monitor and guide the academic progress and physical well being of students
- e. be responsible to attain and maintain school accreditation with the New England Association of Schools and Colleges

## **3. Provide leadership for professional growth**

- a. interview teacher candidates, select preferred applicant, seek Diocesan Schools Office approval, refer candidate to Pastor(s) for hiring and provide for orientation and mentoring of new teachers
- b. facilitate the professional growth of staff by initiating, providing and participating in monthly staff meetings, curriculum in-service days, and educational conferences
- c. work with staff to achieve consistently high standards of performance
- d. implement the Diocesan plan of teacher observation/evaluation for all staff members

## **4. Provide leadership in school and community relations**

- a. interpret Diocesan and parish educational policy to staff, parish and community
- b. keep the parish and community informed about the school's programs and activities
- c. be responsible to communicate the school's philosophy and mission to the public

## **5. Manage student activities**

- a. work with staff to develop and encourage broad student participation in the total school program, including extra curricula activities
- b. keep students informed concerning the school's goals, policies and procedures, rules and regulations, events and activities
- c. maintain proper standards of conduct in school and at school functions
- d. provide crisis intervention when appropriate
- e. seek to acquaint individuals with appropriate agencies for resolution of problems

**6. Assure effective and relevant use of personnel resources and physical plant**

- a. consult with the Pastor(s) regarding personnel needs and the hiring and dismissal of school faculty and staff
- b. coordinate the use of the school building
- c. supervise maintenance of the school building in collaboration with the Pastor(s) and/or maintenance committee
- d. implement directives of the fire marshal and building inspectors

**7. Plan the budget, manage funds assigned to the school, work with marketing and development committees**

- a. participate in planning the school budget in dialogue with the Pastor(s), finance committee, school board and staff, keeping immediate and long-term needs in view
- b. monitor school budget and report findings to Pastor(s), finance committee, and school board
- c. work with marketing and development committees for image, enrollment and increased funding

In Diocesan schools where the Principal is the chief executive officer, specific duties and responsibilities include, but are not limited to, those listed above. The Principal is responsible to the Superintendent of Schools, either directly or through the Board of Limited Jurisdiction.

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**Principal Evaluation**

**POLICY 2234**

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The performance of the Principal will be evaluated on a regular basis using procedures established by the Diocesan Schools Office. The evaluation will be based on the responsibilities of the role of principal as stated in Diocesan School Policies.