



Principal Job Description

Position: Principal, St. Matthews Campus

Months/Hours: 12 months Effective Date: July 1

Position Summary

The Holy Trinity Catholic School Principal reports directly to the **Pastor** of Holy Trinity Parish and serves as the **instructional leader** of Holy Trinity Catholic School – St. Matthews Campus. The principal is responsible for the **delivery and evaluation of all academic programs** and **overseeing school operations**. The principal must be **Catholic** and **a spiritual leader that fosters the faith development** among students, staff, and the community under the direction of the Pastor.

The principal is responsible for the instructional operation, total school programs, implementing the campus safety management plan, and administration of Holy Trinity Catholic School. Responsibilities also include school accreditation, internal communications, faculty and staff supervision, student supervision, professional development for the faculty, and the implementation of the school's mission and vision. The principal will partner and work closely with various stakeholders (e.g., administrative team, faculty, budget manager, subcommittees, etc.) to ensure business activities are running efficiently and effectively and that the campus safety and security measures are diligently upheld.

Responsibilities

Spiritual Leadership

- Becomes a face of Holy Trinity in the community that engages parents, embraces parish life, and builds community partnerships
- Ensures with the Pastor that the mission of the school and the Catholic Identity of the school are clearly articulated and carried out to all constituents
- Acts as a witness to the Gospel by modeling the teachings and principles of the Catholic Church
- Attends and supports all school liturgies and prayer services, faculty/staff meetings, designated in-services, school assemblies, and weekend and evening events as necessary
- Works collaboratively with Clifton Campus Principal to ensure both campuses are fully represented in strategic decision making and aligned with each other on goal execution
- Represents the school at Archdiocesan Principal meetings and reports back to the Pastor

Academic Leadership

- Serves as the instructional leader within the school that sets and communicate the school's educational vision and goals, promoting a positive learning environment and collaborative culture
- Ensures that all educational programs initiated for students, faculty, and staff are planned, implemented and evaluated in light of the strategic mission of Holy Trinity Catholic School
- Establishes performance metrics around student growth, enrollment/retention, and other relevant outcomes that define success
- Supports the faculty by actively listening to their needs, incorporating their input in decisions, and providing autonomy for them to lead their respective classrooms
- Supports teacher development through professional growth opportunities, observations, and data-driven evaluations
- Implements and ensures necessary operation of all educational programs, including the school calendar, standards for student behavior, disciplinary practices, student placement, scheduling, testing, promotion, graduation, guidance program, student support services, student activities, campus ministry, and technology
- Coordinates the new-teacher mentor program

Operational & Advisory Leadership

- Organizes and implements strategic planning in collaboration with the Pastor
- Leads long-term planning and manage school resources effectively, ensuring alignment with school goals and Catholic values while representing the faculty.
- Serves on the School Advisory Council and chairs standing committees as appropriate
- Coordinates and plans, in collaboration with the School Administrative Team, all faculty professional development
- Serves on the Budget Committee and makes recommendations to the Pastor and Business manager for school and program needs
- Coordinates and oversees the accreditation process in collaboration with the School Administrative Team and the faculty and staff as appropriate
- Serves in a formal appeal position for any decisions made on the level of Teacher
- Supervises daily operations, including teacher evaluations, policy reviews, and student performance data analysis, ensuring a safe and efficient learning environment
- Conducts an annual review of all handbooks and policy manuals

Leadership Qualities:

- A practicing Catholic who possesses an active and integrated faith life
- Willingness and awareness to base decisions and moral responsibilities in Gospel values
- Ability to deal gracefully with stress, conflict, and failure
- A leadership style which fosters healthy relationships
- A leadership style that drives execution and promotes followership
- A leadership style that builds trusting, collaborative relationships with faculty & staff
- Understands the importance of clear, open, and honest communication

Professional Qualifications:**Education and Experience**

- Practicing Catholic
- Master's Degree in Educational Administration
- Possess or working towards valid Administration Certificate
- 3 – 5 years of previous administrator experience preferred
- 3 – 5 years classroom teaching experience required

Knowledge, Skills, and Abilities:

- Has knowledge of the basic teachings of the Catholic Church
- Has knowledge of the content and the methods of religious education
- Has knowledge of child and adolescent development, learning, and behavior
- Has knowledge of effective assessment methods and standardized testing
- Has knowledge of instructional methods/strategies and curriculum differentiation
- Demonstrates skill in organizational management and delegation of responsibilities
- Demonstrates skill in using group process skills effectively with various school communities
- Demonstrates skill in handling multiple tasks simultaneously
- Able to perform job responsibilities with a minimum of supervision