LEADERSHIP

The principal...

- is the administrator, faith and instructional leader who works with the staff and community to build a shared mission, vision, and core beliefs of high expectations that focuses the work of the school on adult and student success and which leads the school to becoming the most desired school in the community that we serve.

- has the skill set requirements going forward that will be one of significant leadership, analytical assessment capabilities, development of action plans and effective execution.

- identifies, encourages, and mentors future school leaders.

FINANCIAL

The principal...

- must be capable of working with pastoral leadership and a Board Of Specified Jurisdiction to demonstrate fiscal responsibility for budget planning, monitoring and adherence to the school budget.

- provides for regular review of financial statements by the pastor and board to ensure awareness of the financial position and makes necessary adjustments for financial viability.

- must also have the capability to recommend an action plan to address gaps that may be identified.

- must have the ability to identify sources of fundraising opportunities and participate in those areas while proactively managing the scholarship subsidy program to identify needs and issues.

- should be able to work with pastor and parents in each identified situation of payment issues.

- prepares the annual school budget in cooperation with the board and parish.

- monitors the budget and finances to ensure proper cash flow with diverse funding sources to support the financial stability of the school.

- promulgates written local financial policies and procedures for collection and disbursement of all school funds based on Archdiocesan best practices and ensures their proper implementation.
SCHOOL VIABILITY

The principal...

- will stabilize and/or grow enrollment to reach full capacity of the school by implementing an enrollment management plan, and overseeing an enrollment management team. Present enrollment is 220 students with a maximum capacity of 400 students.

- collaboratively develops and successfully implements strategic planning that involves representatives of all stakeholders of the school and wider community.

- ensures the maintenance and safety of the school plant according to local, state, Archdiocesan and the Office of Catholic Schools policies, procedures and directives.

ACADEMIC EXCELLENCE

The principal...

- must be capable of assessing the current academic environment and be able to create action plans to upgrade this area where necessary and to exceed competitive educational institutions in the area.

- should include the development of specific objectives and measurements that demonstrate continuous improvement for himself/herself and staff.

- will insure that the academic standards for acceptance to the local catholic high school are met.

- ensures all students learn to their fullest potential, using data to inform decision-making.

- supervises implementation of the Office of Catholic Schools curricula in a rigorous, relevant, and age-appropriate manner that develops students’ ability to continually succeed.

- assists faculty in utilizing effective learning strategies that integrate technology.

- acts as the instructional leader of the school by recruiting, hiring, supervising, evaluating, and providing quality professional development for highly qualified, certified staff members to improve student learning.

- oversees co-curricular activities (extended school day, sports, activity clubs) ensuring that the programs are in compliance with local and Archdiocesan policies.

- evaluates the effectiveness of teaching and holds individual teachers accountable for meeting their goals by conducting frequent formal and informal observations in order to provide timely, written feedback on instruction, preparation and classroom.

- creates a continuous improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school-wide improvement goals.

- will identify and address areas of improvement and celebrate successes.

- utilizes multiple forms of student-level data to drive increases in student achievement and implement student interventions that differentiate instruction based on student needs.
COMMUNICATIONS

The principal....

• must have very strong communication skills and capabilities with pastor, staff, parish school families, perspective families, and the community in regard to school matters and engage them more fully in the school.

• must create an open door philosophy, develops and sustains relationships that result in active student engagement, and be very visible and approachable to staff, students, and community.

• creates a climate of high expectations that challenges the school community to continually repurpose itself by building on its core values and beliefs and then developing a pathway to reach success

• coordinates efforts to create and implement a vision for the school and defines desired results and goals that align with overall school vision and lead to student improvement for all learners.

• proactively engages families and communities in supporting their child’s learning and the school’s learning goals.

• maintains professional, working relationships with all members of the school community and involves them in the decision-making process of the school where appropriate.

ADMINISTRATION

The principal...

• develops appropriate handbooks for school families and school staff.

• works with the board to successfully complete school and system goals.

• utilizes teacher teams and shared leadership to delegate responsibilities.

• develops an organized work environment and adheres to deadlines and requests.

• oversees discipline in a respectful, proactive way according to Archdiocesan policy.

• maintains accurate local files and records for each student, employee and volunteer.

• attends required Archdiocesan Office of Catholic Schools and local meetings.

• is expected to supervise and evaluate staff and student progress and school safety through regular site visits to the classrooms and all other areas of the school.

• demonstrates strong assessment capabilities with the ability to create action plans and execute accordingly with a sense of timeliness and urgency.

• implements conflict management procedures as necessary.

CATHOLIC IDENTITY

The principal...

• ensures that the faculty is current in the areas of theology, religious education and catechetical skills.

• should be a Catholic and be able to reflect those values to the students and families.

• must promote and facilitate an environment, which fosters the Catholic identity.

• promulgates and periodically revises the school mission statement and philosophy in collaboration with the school community.
• encourages and educates students, school families and faculty members to celebrate liturgies, including Sunday Mass, and the seasons/feasts of the liturgical year.

• promotes parent/guardian partnerships in advancing the mission of the school and the ministry of Catholic education.

• promotes a culture of respect for each member of the community.

• serves the school in a professional manner and acts in accordance with Catholic doctrinal and moral teachings.

• ensures that the school is integral to the mission of evangelization of the parish/Archdiocese by giving witness to Gospel living, spiritual and educational development, and deepening of the faith in all members of the local community.

BOARD AND COMMITTEE INTERACTION

The principal...

• must educate the pastor, board and committees of the current state of affairs in each area in the operation of the school and participate in the identification of needs with action plans.

• is expected to abide by the established policies and procedures of the Archdiocese of Chicago, the Office of Catholic Schools and the directives of the Superintendent.

• the principal participates in an annual performance review outlined by the Office of Catholic Schools.

OTHER SKILL SET NEEDS

The principal...

• should be a practicing Catholic.

• will be in compliance with Safe Environment Requirements.

• will have a Master’s Degree in Administration Type 75 Licensure.

• will have a State certification in Administration.

• will have a minimum 3 years professional experience in a Catholic school.

• should have a command of the Spanish language (conversationally) and have a basic knowledge /experience of Hispanic culture.

• perform other duties that are necessary to meet the overall goals and objectives of Most Blessed Trinity Academy not specifically listed above.

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