

## **ELEMENTARY PRINCIPAL – HOLY FAMILY, KIRKLAND**

### **I. Position Purpose:**

The purpose of this position is to assure Christian leadership according to Archdiocesan and local school policies, rules and regulations.

### **II. Major Duties and Responsibilities (Accountabilities) Include:**

1. Collaborates with the pastor/pastoral life director in implementing the mission of the Parish. This is accomplished by participating in the comprehensive planning, implementation, and evaluation of the parish's program, goals, and objectives, with particular emphasis on the religious education/formation. Principals serve as a member of the pastoral staff and are a professional resource to the staff in all areas relating to the Catholic elementary school. Principal participates in regional and deanery program planning efforts.
2. Assures the development and implementation of an overall learning environment which promotes Catholic faith education/formation, ethical decision-making, social justice and Christian leadership. This is accomplished by promoting curriculum that integrates Gospel values; assuring the integration of the school as part of the parish faith community; serving as a role model for staff and students; promoting a leadership style compatible with Christian principals; and personally witnessing to the principals and values of the Catholic faith.
3. Assures the development, implementation and evaluation of a comprehensive curriculum program which complies with Archdiocesan and state standards of curriculum requirements. This is accomplished by overseeing the implementation of instructional goals and objectives for each grade; evaluating current curriculum to determine strengths and weaknesses and collaborating with staff in selecting supplementary programs.
4. Assures the supervision of certified and support staff. This is accomplished by overseeing the recruitment, hiring, training, motivation and evaluation processes. Incumbent is also responsible for terminating staff. Principals oversee the formulation and implementation of instructional goals and objectives for individual teachers; provides for instructional resources and professional development for teachers. Principals promote the integration of the school's mission, goals and policies; and promote a working environment that incorporates the principals of collaboration, subsidiary, and shared decision-making.
5. Assures that learning standards are developed and maintained for students. This is accomplished by assuring that students are tested and evaluated regularly and appropriately, and that test results are shared with parents and students. Principals oversee the development and maintenance of accurate and current student records and files.
6. Assures the development and maintenance of effective communication systems between parents, teachers, and school administrators. This is accomplished through regular written communication to the parents; regularly scheduled meeting opportunities between teachers

and parents; regularly reporting students' academic progress; and participation in Parents' Club activities and meetings. Maintains an appropriate level of confidentiality in all communication.

7. Serves as executive officer to the School Commission. Principal prepares agenda in collaboration with Commission Chair, assures the preparation of information, research and other appropriate data as requested by the Commission. Collaborates with the Commission in preparing annual budget, and when approved, oversees implementation.
8. Oversees the development of an overall financial plan for the school. This is accomplished by working with a Development Committee (a committee of the School Commission) to develop a long-range financial plan for the school, including fund solicitation, fund-raising, alumni association development and endowment programs. Supervises the School Development Director.
9. Collaborates with the Archdiocesan Office for Catholic Schools in administering the school. This is accomplished by developing annual school programs, plans, goals and objectives and participating in programs, meetings, etc., sponsored by that Office.
10. Assures the development of policy and process for disciplining students. This is accomplished by incorporating the values of justice-making and membership in a community in promoting positive discipline and its consequences.
11. Assures the preparation and submission of all necessary reports to the state and Archdiocesan Office for Catholic Schools. Principals also adhere to all applicable state and Archdiocesan safety and health regulations.
12. Oversees the management of the school building and grounds. Incumbent participates with the parish delegate for administration in developing and supervising short and long range building and grounds improvement needs for the school. Principal supervises maintenance/janitorial workers for the school.
13. Maintains a level of knowledge and skills required to functions as a principal. This is accomplished through reading, attendance at Archdiocesan inservice training opportunities, participates in workshops, conventions or convocation and through local membership in local, state or nation- al professional organizations, as approved and as appropriate.

**III. To Apply:**

Please apply through the [Archdiocese of Seattle Office for Catholic School Careers site \(AppliTrack\)](#). Additionally, send a letter of interest and resume to:

Fr. Kurt Nagel  
[frnagel@hfkparish.org](mailto:frnagel@hfkparish.org)  
7045 120th Ave NE  
Kirkland, WA 98033

**Interested candidates should also forward their letter of interest and resume.**

Karen Tarabochia, Assistant Superintendent/Personnel  
Catholic Schools Department  
Archdiocese of Seattle  
710 Ninth Ave  
Seattle WA 98104-2017

Email: [Karen.Tarabochia@seattlearch.org](mailto:Karen.Tarabochia@seattlearch.org)

*All candidates seeking principal positions within the Archdiocese of Seattle will have a preliminary interview with the Assistant Superintendent for Personnel, before application is given final approval.*