

President/Principal is the chief administrative officer of the school and serves on the School Board of Directors/Advisory Board as an ex officio member. The President/Principal is appointed by the Archbishop after recommendation by the search/hiring committee formed under the leadership of the Interim President and the Archdiocese. The President/Principal is accountable to the Archbishop and to the Board of Directors/Advisory Board on matters delegated by the Archbishop to the Board. The President/Principal reports to the Superintendent of Catholic Schools for the Archdiocese of Seattle. The President/Principal has the ultimate authority and the responsibility to hire, form, evaluate and when necessary, terminate employees.

The President/Principal ensures and promotes the mission and philosophy of the school as a Catholic secondary school, always in keeping with the vision and values of the Archdiocese of Seattle. The President/Principal conducts all operations of Kennedy Catholic High School, inclusive of its academic, religious, spiritual, and extra-curricular programs, in such a manner as to always reflect the school's Catholic mission and culture.

Summary of the Essential Role for this Position

The President/Principal is the educational, instructional, administrative and spiritual leader of the school and officially represents the school to educational authorities including the Office of Catholic Schools of the Archdiocese of Seattle and the Office of the Superintendent of Public Instruction (OSPI). She/he ensures that Kennedy Catholic consistently follows the policies of the Archdiocese, the School and the Board of Directors/Advisory Board. The President/Principal makes certain that the mission and philosophy of the school as a Catholic secondary school are always in keeping with the vision and values of the Archdiocese of Seattle. The operations of Kennedy Catholic High School inclusive of its academic, religious, spiritual, and extracurricular programs will always reflect the school's Catholic mission and culture.

Essential Duties/Responsibilities

As chief administrative officer, the President/Principal is responsible to:

Provide faith, educational, administrative and moral leadership to the school community by providing direction and education regarding Kennedy Catholic High School's mission, values, culture, goals, and responsibilities as a Catholic educational institution in the Archdiocese of Seattle.

Assign administrative and teaching duties, provide for position descriptions and covenants where appropriate, as well as supervision and annual evaluations for all employees who report to the President/Principal or their delegate.

Ensure good morale and ongoing professional development opportunities for faculty and staff. This will be in keeping with the overall goals of the school as well as the individual growth goals established in the formation cycle including instructional, spiritual and cultural competencies.

Oversee protocols for the hiring, supervision, and evaluation of all staff, and follow the appropriate policies regarding termination of employment in collaboration with the Office for

Catholic Schools and the Archdiocesan Human Resources Department.

Assure the development and implementation of an overall learning environment that promotes faith formation, ethical decision-making, social justice, Catholic Christian leadership, and plans a broad-based curriculum to address a variety of abilities, cultures, styles and needs.

Maintains current knowledge regarding Washington State educational standards and requirements and directs efforts to prepare students to meet and/or exceed these standards.

Facilitate planning and provision for appropriate educational technology and equipment for students and staff as necessary to support the educational goals of the school.

Assist the Board of Directors/Advisory Board in policy development and regularly inform the members as well as the Archbishop and the Superintendent of Catholic Schools as to the status and progress of the school.

Establishes a school organizational structure, with clearly defined lines of authority, which provides for effective communication with all constituencies. This includes ensuring the smooth operation of the school which includes approving the schools master schedule, annual calendar, and daily schedule, as well as coordinate the scheduling of all school related activities (spiritual, academic, service, cultural, athletic, social, and other extracurricular activities) in collaboration with delegates.

Assure that development activities are developed and promoted which enhance the fundraising, alumni association development, endowment programs and marketing activities, as well as project a positive image of the school to the entire community.

Ensure an appropriate educational climate by maintaining a sound and fair student disciplinary system, consistent with Gospel values, which reflects a sensitivity to the developmental stages of adolescents. Acts as final recourse for families with disputes.

Responsible as final authority in the admission and dismissal of students in accordance with the school's policies and procedures.

Represent the school in all official functions relating to the educational community, including responsibility for the successful implementation of Archdiocesan policies and appropriately managing all state and federally funded school programs.

Participate fully in leadership activities of the Catholic Schools Department of the Archdiocese of Seattle and other ongoing formation opportunities through the state or national levels, as well as through professional memberships.

Responsible for creating and maintaining an effective, accessible, timely and responsive communication system with faculty, staff, parents, students, the Archdiocese of Seattle and the broad constituency of Kennedy Catholic High School.

Responsible for overall fiscal management of the school including closely supervising the school's business manager. Assures that the Board of Directors/Advisory Board and the finance committee receive timely and accurate financial information.

Responsible for managing the annual budget process as well as closely monitoring financial resources throughout the year.

Lead planning efforts for the school, including short and long-range strategies regarding capital needs, educational programs and maintaining/improving the physical plant.

Engage in an annual personal evaluation and goal-setting process in collaboration with the Superintendent of Catholic Schools or their delegate and the Board of Directors/Advisory Board.

Essential Qualifications

1. Primary Qualifications

Must be a practicing Catholic

Must have the abilities necessary to an effective leader

2. Education

Master's degree required

Current WA State Administrative Credential

3. Other Qualifying Elements

Strong communication skills – verbal and written

Excellent collaboration and dialogue skills

Demonstrated fiscal management skills

Experience in a multicultural setting

Commitment to stewardship

Proven abilities to excel in a fast paced and multi-tasking environment