



Principal Job Posting for Prince of Peace Catholic School in Plano, Texas

Prince of Peace Catholic School, a PK3-8th Grade elementary school located in Plano, Texas, announces its search for an effective and enthusiastic administrator to serve as its next Principal. Prince of Peace Catholic School is a diocesan school founded in 1991 with 836 students and 92 faculty members. The successful candidate will embrace the School's mission, be committed to academic excellence in a strong, Catholic, Christ-centered environment, possess the educational background and knowledge to provide all students with a challenging curriculum, demonstrate successful leadership in an educational setting, and have excellent communication, collaborative, and interpersonal skills. This position will become effective July 1, 2019.

Applications may be submitted now through May 15. Minimum requirements include: 1) Practicing Catholic, 2) Advanced degree in Educational Administration/Leadership or Principal Certification, and 3) Five years' experience in a Catholic school. Interested candidates should send a letter of interest, résumé, a statement of educational philosophy, and a list of references with contact information to Advancement Coordinator, Ashley Herrera at aherrera@popschool.net.

Job Description:

The Principal is the educational leader of the school, directly responsible to the President and, by extension, to the Pastor for the day-to-day operation of the school and the teaching and learning process. This responsibility demands a close working relationship with the President, the faculty, staff and students, as well as parents and the community at large. The Principal is assisted in this task by the overall Administrative Team.

The Principal, along with the President, is a facilitator of the community of faith and bears the responsibility for the integration of faith and culture within Prince of Peace Catholic School. The Principal, as the Chief Operations Office of the school, has the primary responsibility for achieving the mission of Prince of Peace Catholic School by maintaining and developing a school strong in academic excellence, counseling and guidance services, and by providing ample programs to meet the co-curricular and extra-curricular needs of the students.

In particular, the Principal:

A. Mission and Catholic Identity

- Ensure that the Catholic character of the school is developed and nurtured.
- Oversees hiring faculty and staff whose values are compatible with the mission of the school.
- Provide input into periodic review of the mission and vision of the school
- Help faculty and staff integrate the school's mission in academic affairs, student affairs, and campus ministry affairs

- Attend weekly Mass and contributes to the spiritual formation of community
- Integrate the schools Virtue Based Restorative Discipline (VBRD) initiative into all interactions with students, teachers and parents when resolving conflict

B. Governance and Leadership

- On a monthly basis, attend our School Advisory Council Meeting to report on internal school matters that have emerged
- Leading member of the school's Administrative Team
- Active member of a to be determined SAC's committee
- Conduct monthly faculty meetings
- Conduct weekly meetings with Administrative Team
- Organize PLC groups and facilitate meetings when appropriate
- Endeavor to create and maintain within the school an environment that fosters strong morale
- Assist the President in the communication of strategic, short-range and long-range plans to the school community

C. Academic Excellence

- Oversee the reporting of student academic progress
- Conduct informal and formal observation for all professional staff
- Review school's reported standardized tests results and establish or create other assessment tools needed to improve student's performance
- Work with Assistant Principals to review all teacher's lesson plans and other instructional goals
- Monitor the preparation of the master schedule
- Collaborate with the Athletic Director and Upper School Counselor to ensure accountability for any academic probation concerns
- Ensure compliance with TCCBED and diocesan policy where applicable in the academic standards of Prince of Peace Catholic School
- Partner with parents and teachers to work to ensure all students are reaching their God-given potential
- Develop ongoing opportunities for professional development
- Collaborate with the President in the assignment of teaching and other professional responsibilities as the needs of the school require
- Approve all field trips and expenses related to these events that are created for enhancing instruction and learning
- Provide orientation and ongoing mentoring for new teachers
- Collaborate with Language Therapist, Math Interventionist, Gifted and Talented Teacher, and Learning Specialist to ensure all students needs are met
- Ensure the quality of the teaching-learning process in cooperation with the Assistant Principals

D. Operational Vitality

- Work cooperatively with the President in the development of the annual school budget
- Ensure compliance with TCCBED and diocesan policy where applicable in the operational standards of Prince of Peace Catholic School
- Ensure compliance with all accreditation agencies
- Develop a Family Handbook with items appropriate to the entire school
- Screen and interviews potential candidates for any job openings

- Develop a Faculty/Staff Handbook and recommends same for approval by the President
- Serve as a liaison between the faculty and staff and the President's Cabinet
- Assist in the development of the school calendar
- Ensure proper supervision for lunch times
- Approve and monitor teacher absences as well as student absences
- As needed, provide ongoing training and mentoring of any new substitute teachers
- Collaborate with the President while making the final decision on any decisions regarding suspensions and dismissals

INFLUENCING THE WORLD FOR CHRIST

Prince of Peace Catholic School | 5100 West Plano Parkway | Plano, Texas 75093

P: (972) 380-5505 | F: (972) 380-2570 | www.popschool.net