



## **JOB DESCRIPTION – PRINCIPAL**

The Principal is appointed by the President and is responsible for the school's daily operation, for providing direction to the faculty in their work of Lasallian Catholic education, and for fostering an atmosphere of learning, achievement, cooperation, and spirituality. The Principal manages academic and co-curricular programs and operations to insure their success and encourages the unity and involvement of the entire school community. The Principal fulfills this responsibility with the assistance of other administrators and staff and under the authority of, and in cooperation with, the President, to whom the Principal directly reports.

Serves on the following committees:

- Leadership Team
- Administrative Team (chair)
- Budget Committee
- Incident Command Team
- Major Maintenance/Capital Improvement Committee
- Threat Assessment Team
- Ad Hoc committees as needed

Supervises the following

faculty/staff:

- Assistant Principal(s)
- Deans of Students
- Director of Athletics
- Director of Campus Ministry
- Director of Christian Service
- Administrative Assistant to the Principal

### ***General Responsibilities***

1. To share the responsibility with the President of modeling, articulating, communicating, and implementing the Lasallian Catholic philosophy and mission of the school.
2. To inspire the pursuit of instructional excellence; to work closely with the Curriculum Committee, the departments, and co-curricular moderators and coaches in strengthening the academic, athletic, spiritual, Christian service, guidance, and co-curricular programs.
3. To ensure that the school advances the recommendations of the Lasallian Catholic Assessment Program (LCAP).
4. To confer regularly with the President and the school community in order to maintain communication and unified policies and procedures for the operation of the school.

5. To regularly evaluate those who are directly responsible to the Principal and to oversee regular evaluations of all personnel indirectly under the Principal's areas of responsibility.
6. To be present and visible to the students in order to provide them with guidance and support.
7. To encourage the involvement of students and staff in the Campus Ministry and Christian Service programs.
8. To lead the administration and faculty in ongoing development and evaluation of activities, programs, services, and policies, including WASC/WCEA accreditation review and implementation.
9. In collaboration with the President, approve the admission, re-admission, or dismissal of students, as well as the issuance of diplomas.
10. To coordinate publication of the annual *Parent/Student Handbook* and school calendar.
11. To provide for the proper care, safety and supervision of students while under school custody and at school-related functions.
12. To meet with students and parents for final resolution of academic, behavioral, or personal problems which cannot be resolved through other channels.
13. To keep parents and students apprised of the school and its activities.
14. To perform other job-related duties as assigned by the President.

### ***Faculty Leadership***

15. To attract qualified faculty and staff to the school and inspire them to continued excellence, with an emphasis on hiring for mission.
16. To establish annual faculty and staff assignments for school operations.
17. To utilize the resources of the school to support faculty and staff in their performance of duties.
18. To provide reasonable and effective working conditions.
19. To keep faculty and staff informed about activities and programs and to involve them appropriately in planning and reviewing.
20. To provide for the regular observation and evaluation of faculty in performing assignments and satisfying employee obligations; to affirm and recognize commendable service; to appraise individuals of deficiencies, and to specify corrective actions to be taken.
21. To facilitate the on-going religious and spiritual development of the faculty.
22. To coordinate the development of professional development goals, both annual and long-term, for the faculty as a whole and for individual faculty members.
23. To encourage faculty participation in professional associations, workshops, projects, and extended course work.
24. To insure regular in-service opportunities for the faculty.

### ***School Business***

25. To confer regularly with the President in planning and evaluating school operations as well as long-term strategic planning.
26. A commitment to diversity, equity and inclusion. Have the desire and skill to work with a diverse community in a meaningful and genuine manner.
27. To collaborate with the President and the Director of Finance to develop the school budget.
28. To review budgetary needs with school personnel and department chairpersons.
29. To approve the placement and the advancement of faculty on the salary schedule in accordance with established policies.

30. To collaborate with Human Resources on compliance issues, best practices, SFNO District policies and relevant federal and state regulations.
31. To interface with the parent support groups (Lasallian Parent Ambassadors, Falcon Athletic Volunteers, and Friends of the Arts) in their roles and activities.
32. To oversee maintenance of the school's annual Master Calendar.

### ***School Representation***

33. To serve on the District of San Francisco New Orleans's Chief Administrators' Association (DCAA), the RELAN Lasallian Association of Secondary School Chief Administrators Association (LASSCA), the NCEA, Diocesan Principals' Association, the CIF Sac-Joaquin Section, and the Capital Athletic League.
34. To serve as a leader in emergency situations as a member of the Incident Command Team.
35. To assist the President in preparing reports for the Board of Trustees, the District of San Francisco New Orleans, the Diocese of Sacramento or other entities.
36. To assist the President in occasional representation of the school at public and private functions.