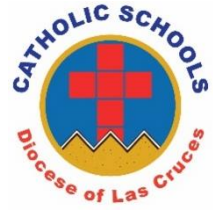


Diocese of Las Cruces
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The Role of a Catholic School Principal / Administrator

THE SCHOOL AS A CATHOLIC SCHOOL

1. Articulate the school's Catholic mission and identity to the community and solicit support in making that mission a reality.
2. Promote and develop an active community of faith within the school.
3. Establish and maintain an environment which is conducive to positive faculty/staff morale and directed toward achievement of the mission.

LEADERSHIP AND ADMINISTRATION

1. Be organized in order to perform administrative tasks responsibly and effectively.
2. Integrate the school into the life of the local parish communities.
3. Communicate effectively and regularly with all the school's stakeholders.
4. Attend school board meetings, serving as CEO and ex-officio board member.
5. Provide the board with timely, thorough and clear information about the school.
6. Work with the board chairperson to send out an agenda and supporting materials well in advance of a board meeting.
7. Demonstrate mutual respect and trust in working with the school board.
8. Strive to improve his/her performance and skill through professional developmental activities.
9. Establish professional goals and periodically evaluate the goals.
10. Demonstrate positive interpersonal relationships.
11. Comply with policies and procedures of the Diocese, as well as applicable state and federal law.

CURRICULUM AND INSTRUCTION/STAFF DEVELOPMENT

1. Be the instructional leader concerned with the quality of teaching and learning that goes on in the school.
2. Work with the faculty to develop and coordinate an educational program that provides for the various needs, abilities, talents, and interests of students.
3. Be effective in interviewing, selecting and orienting new staff; especially with new teacher induction. Make sound recommendations relative to personnel placement, retention and dismissal.

4. Work jointly with staff members regarding their professional growth, and assist them in developing and accomplishing improvement goals.
5. Clearly define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
6. Visit classrooms regularly to observe the progress of teachers and students. Conduct at least two formal teacher evaluations per academic year.

STUDENT SERVICES

1. Provide the faculty with an environment and resources necessary for good teaching.
2. Develop and communicate to students, staff, and parents the school guidelines for student conduct.
3. Ensure that school rules are uniformly observed and that the consequences of misconduct are applied equitably to all students.

PARENT RELATIONS

1. Maintain contact with parents on a consistent basis.
2. Acquaint parents orally and in writing with the school philosophy, instructional programs, policies, etc.
3. Facilitate conferences with parents.
4. Provide opportunities for parental involvement in school programs.
5. Invite parents to participate in school activities.

FINANCES AND FACILITIES MANAGEMENT

1. Manage the finances of the school with appropriate collaboration.
2. Work with the school board to develop a budget based upon documented program needs, estimated enrollment, personnel and other fiscal needs.
3. Maintain fiscal control, maintain documentation for expenditures, and report accurate fiscal information.
4. Manage or supervise all school facilities effectively.

DEVELOPMENT AND RECRUITMENT

1. Provide for strategic planning in collaboration with faculty, local school board, and parents.
2. Provide a leadership role in drawing up and implementing a recruitment plan in collaboration with faculty, local school board, and parents.
3. Provide a leadership role in drawing up a development program in collaboration with faculty, local school board, and parents.
4. Provide a leadership role in a public relations program in collaboration with faculty, local school board, and parents.