



Diocese of Providence
Catholic School Office
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PRINCIPAL OF A DIOCESAN SECONDARY SCHOOL WITH A PRESIDENT SERVING AS HEAD OF SCHOOL

ROLE DESCRIPTION

The principal serves as the **chief educational leader** of the school. The principal administers and supervises the school's academic program in conformity with diocesan and local school policies and procedures. The principal is responsible for the school's curriculum, instruction and assessments; student achievement and student programs, including the arts and athletics; hiring of academic faculty, faculty placements and evaluation; modeling and monitoring teacher professional growth; effective communications with faculty, parents and students, and the management of academic resources. The principal is responsible to the Superintendent of Catholic School under the daily leadership and direction of the school president.

Areas of Leadership:

MISSION LEADERSHIP

The principal is an educational leader and administrator who foremost understands and models the Catholic faith. The principal lives a life characterized by faith, hope and love, a thirst for truth, an evangelical witness for the salvation of souls and a profound compassion for the less fortunate. The principal promotes the school's Trinitarian evangelical mission and ensures that the entire curriculum, all student activities, and every aspect of the educational process is permeated with the Gospel message of Jesus Christ. The principal promotes a deeper understanding of the vision of Blessed Edmund and collaborates with the Edmund Rice Christian Brother ministries on local, regional, and international levels. The principal ensures the school's academics are marked by an unmistakable excellence in all aspects. The principal communicates effectively the school's mission and inspires all members of the school community to actively embrace and share in the mission.

The principal

- Works in partnership with the parents who are the primary educators of their sons
- Utilizes the school's mission statement to guide, advise and direct all his or her efforts
- Strives for the education of the whole person—spiritually, intellectually, emotionally, socially, expressively and physically
- Daily seeks to build a faith-filled community among the faculty and staff, students, alumni and parents
- Encourages a structured, caring environment that promotes fraternity, inclusiveness and lasting bonds of friendship

- Models and insists on respect for every member of the school community, especially those members who are less endowed with talent and natural abilities
- Values a diversity among the students, faculty and staff and an inclusive program of studies that meets the needs of all learners
- Fosters a distinctively Catholic culture in the school, favoring its thoughtfulness and wisdom, reflections on the human condition with its current sufferings and aspirations, and a desire to selflessly and sacrificially serve the common good
- Hires faculty who integrate the school's evangelical mission with support the academic mission of the school with the integration of the school's evangelical mission
- Facilitates the faith formation of school personnel and initiates opportunities for growth in virtue and personal holiness
- Ensures that regular opportunities are provided for the students to participate in the sacraments of the Eucharist and Reconciliation, daily prayer, service animated by the love of Christ, and other age-appropriate spiritual experiences to assist their growth in faith
- Supports means that open educational opportunities to the poor and disadvantaged, including policies that support financial assistance

EDUCATIONAL LEADERSHIP

The principal has primary responsibility for the school's curriculum, assessments and instruction. The principal, in a close working relationships with the faculty, department chairs and academic support staff, is responsible for creating an educational environment that optimizes student academic growth and achievement. The principal sees that best instructional practices for teaching and learning are made available to faculty and effectively implemented in the classroom. The principal provides supervision based on current methods and models effective collaborative professionalism. The principal ensure faculty and staff receive continuous, differentiated professional development.

The principal

- Recruits and hires the highest quality and most effective classroom teachers
- Hires teachers and staff using thorough and consistent practices, including background checks and personal references
- Provides mentors for new teachers
- Assigns teachers to positions and responsibilities
- Ensures that faculty and staff are qualified by education, training or experience to serve in the areas to which they are assigned
- Requires effective standards-based goal-setting for teachers, well-defined syllabi and daily lesson plans developed with research-based instructional methodologies
- Oversees the development, implementation, and evaluation of curriculum, instruction, and assessments that are aligning to national, state or local content standards
- Develops collaborative processes to analyze student data, to monitor student progress, and to make informed decisions about curriculum and instruction
- Establishes programs of studies, directs the mapping of the school's curriculum and actively strives to eliminate curriculum gaps and redundancies
- Encourages teaching and learning that promotes progressively higher-order thinking skills, critical thinking that includes the social and moral implications of one's ideas, creative and collaborative group work, interdisciplinary connections, and effective and appropriate uses of technology

- Promotes the utilization of highly effective teaching strategies, ability groupings, differentiated instruction and a variety of materials to foster personalized student learning
- Approves course syllabi and supplemental resources: course readings, textbooks, films, websites, other uses of media
- Monitors the teachers' use of diverse, frequent assessments for quality, consistency, and appropriate difficulty
- Reviews teachers' grading for consistency, fairness and avoidance of grade inflation
- Provides time on a regular basis for teachers to plan together and to discuss students (both individuals and groups)
- Involves faculty in curriculum decision-making and academic planning
- Supervises the training of all personnel in the legal requirements of mandatory reporting, appropriate emotional and physical boundaries and healthy relationships
- Assigns and directs the faculty in responsibilities and duties outside of the classroom
- Requires conformity with established policies and procedures
- Provides direction and oversight to the teacher performance evaluation process, including classroom walkthroughs, formative evaluations and summative evaluations.
- Supports teachers who need performance improvement plans to constructively improve their classroom instruction
- Demonstrates clear communication skills and establishes regular forums for discussion and collaboration

STUDENT ACADEMIC AND PROGRAM LEADERSHIP INCLUDING STUDENT SERVICES AND SUPPORT

The principal oversees the students' academic programs and outcomes, providing resources that support and personalize individual student's academic progress. The principal, in collaboration with students' teachers and guidance counselors, monitors student achievement and seeks remediation or support for students who are not making appropriate progress. The principal ensures that the school has an active Response to Intervention process or a similar process for identifying students in need of academic support. The principal approves students for promotion and graduation.

- Inspires and cultivates among the students a desire for excellence, self-discipline and a love of life-long learning
- Promotes educational and service learning opportunities that form the students' moral consciences and lead to the development of values and the acquisition of virtues
- Ensures that the student's course of studies prepares them to live lives of purpose and meaning, Christian discipleship, preparation to excel in college studies, and includes education and advocacy for peace, justice, global awareness, and care for the environment
- Oversees student assessments and grading so that students and parents know how an individual student is meeting the goals of the program with regard to both personal and academic growth
- Authorizes all student support plans and student accommodations
- Supervises counseling, advising, and guidance procedures and personnel to effectively meet students' needs
- Supervises college counseling services
- Supervises student activities and organizations including the assignments of faculty moderators

DISCIPLINE, SAFETY AND WELL-BEING

The principal has primary responsibility for the school's culture and climate. The principal promulgates and enforces policies and procedures that are rooted in Christian charity, good order, inclusivity, empathy, and the respect, honor and dignity of every person in the school community. The principal has primary responsibility for student safety—physical, social and moral. The principal oversees the area of student discipline and makes final determinations about disciplinary actions. The principal has final authority over the acceptance and admission of any student as well as the separation or dismissal of any student from the school community.

The principal

- Affirms that students are supported in the development of their relationships (student to student and student to faculty) based in trust and mutual respect
- Instructs and regular reviews with students disciplinary policies, Code of Honor and dress code
- Supervises a process for handling serious disciplinary infractions
- Notifies parents as soon as possible to address behavioral concerns
- Supports and maintains a process to identify students who need social, emotion and mental health services
- Provides sufficient services and personnel to support the emotional, social and psychological needs of the students.
- Ensures the school's annually updated Crisis Response Plan is comprehensive, understood and practiced by faculty, staff, students and, where appropriate, parents
- With the school's safety team, reviews the safety and security of all school facilities
- Complies with all state laws requiring fire drills and lock downs
- Directs the compliance of the school with all applicable state school health regulations
- Approves the planning and safety of all off-campus trips and activities, including field trips, athletic events, and social events
- Ensures appropriate adult-student supervision during school hours and all school-sponsored student activities and programs
- Requires that a reporting procedure is in place and used to document and follow-up on any incidents regarding health and safety of students and staff
- Ensures that physical facilities and staffing for student healthcare are adequate to meet the needs of the students