

DIOCESE OF BIRMINGHAM IN ALABAMA
Holy Spirit Regional Catholic School
DESCRIPTION OF POSITION:

Position Title	<i>Principal</i>
Position Status	<i>Exempt, Full-time Regular, Benefits Eligible</i>

Description of Parish and School:

A 475 student PreK-Grade 8 Catholic School located in Huntsville, Alabama in the high-tech center of the Southeast. Holy Spirit Regional Catholic School provides a quality Catholic Education through the support of Holy Spirit Catholic Church and Good Shepherd Catholic Church in the southeastern part of the city. Our vision is to challenge students to be faith-filled individuals that discover and utilize their gifts and talents from God through academic success and service to others.

Position Summary:

The principal is responsible for ensuring that the principles of the Catholic faith are taught at his or her school. He or she leads the educational ministry at the school. The goal of the principal is to ensure that the teachers prepare and challenge students and families as disciples of Jesus through integral education rooted in Catholic heritage and Gospel values. The principal is to provide students with opportunities to develop moral and spiritual values based on the teachings of Jesus, ethical standards of conduct and basic personal integrity. The foundation of the Catholic school is form disciples of Jesus Christ. The school and the principal aim to provide a Catholic world view centered on Jesus Christ, ensuring that students are “Boldly Catholic, Academically Excellent, and Rooted in Truth.”

Essential Duties and Responsibilities:

Ministerial Capacity:

- Agree to fulfill the duties, responsibilities and services to the best of his or her ability according to the Catholic philosophy of the school.
- Comply with the rules and regulations of the Diocese, the Canons of the Catholic Church, and the Doctrine of the Catholic Church.
- Serves as a model of his or her Catholic faith.
- Ensures that teachers incorporate religious examples, symbols and values into their lessons.
- Support and exemplify by his or her conduct Catholic Doctrine and morality. He or she must be consistent in expression and example, with the teachings and practices of the Catholic faith and shall not advocate, encourage or counsel beliefs or practices contrary to the Catholic faith.
- Serves as a Catholic role model for other adults, youth, and children.

- Make sure that classrooms incorporate objects of the Catholic faith into the learning environment.
- Ensure that the school maintains its Catholic identity.
- Attend meetings and retreats where he or she will focus on the mission and goals of the school, social teachings of the Church doctrine and his or her ministry within the Church.
- Provide for and oversee the faith formation of the faculty, students, and parents.
- Verify teachers include the Church's teachings within the content/subject matter and in their students' interactions with each other.

Educational Capacity:

- Supervise teachers at various times and at various functions. Conduct periodic informal classroom visits as well as formal classroom observations and annual evaluations.
- Review teacher lessons and unit plans on a regular basis and provide feedback.
- Provide for the professional development of all staff and evaluate non-teaching staff annually.
- Ensure that all volunteers as well as paid faculty and staff are in compliance with state criminal background checks and Youth Protection training.
- Oversee the students' progress through all forms of evaluation and assessment.
- Prepare and submit required forms in a timely manner.
- Meet with the school advisory council and the pastor about the progress of the school mission.
- Handle student discipline issues involving parents, students, and teachers. Follow procedures outlined in the parent/student and faculty handbooks. Consult the pastor and superintendent in serious disciplinary infractions.
- Creates a culture of collaborative improvement through goal-setting and continuous improvement plans.
- Leads and complies with accreditation processes
- Work with the pastor and the school advisory council in the preparation of the annual school budget. This includes teacher and support salaries and benefits, educational programs, and capital improvement projects.
- Oversee and approve of all daily financial matters (purchasing, payroll, etc.)
- Participate in the recruitment and selection of qualified personnel.
- Implement Diocesan and local school policies.
- Work with the Advancement Office Team to develop enrollment management and advancement plans that include student recruitment and retention, annual funds, days of giving, special projects, and capital campaigns.

Community Relations Capacity:

- Maintains open communication with all stakeholders.
- Communicates with parents proactively and in a timely fashion regarding school initiatives and events as well as individual communications.
- Promotes the school program within the parish and school community.

Required Knowledge, Skills, and Abilities:

- A practicing Catholic who is able to fully participate in the Sacraments of the Church.
- Demonstrates a willingness to participate in faith formation opportunities for continued growth and spiritual formation.
- Possesses a current Master's degree/certification or a pathway to certification that qualifies him or her to be a principal. An understanding of finance, budgeting, and projections plans is a plus.
- Has the ability to work with faculty, staff and parents and the desire to help them grow and mature in their lives and Christian faith.
- Has sufficient health and stamina to meet the demands of the position.
- Maintains the certification required of a principal through the completion of courses.
- Has an understanding of child/adolescent growth and development.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position. Duties and responsibilities are subject to change as the needs and requirements of the position change, as determined by the Pastor, in consultation with the Superintendent of Schools for the Diocese of Birmingham.

Application Procedure:

- To apply, please submit the following four documents, confidentially and as separate PDF attachments, to our search committee at searchcommittee@hstigers.org with Holy Spirit School-Principal in the subject field.
- Letter of Interest that aligns your experience and skill sets with the school's mission.
- Statement of Catholic educational leadership philosophy.
- Current Resume with appropriate dates included in regards to experience.
- List of five references and professional relationship with phone numbers and email addresses.