



## Roman Catholic Diocese of Lubbock

### Diocese of Lubbock High School Principal

#### THE SCHOOL:

Christ the King Cathedral High School - a Catholic Diocesan high school – holds a prominent place as the only Catholic high school in the Diocese of Lubbock serving grades 9-12. Christ the King Cathedral High School is fully accredited by the Texas Catholic Conference of Bishops Accreditation Commission and AdvancED.

#### GENERAL POSITION DESCRIPTION:

The principal's highest priority is the building of a Catholic community of faith in which the Catholic Christian message and experiences of community, worship, service and social concern are integrated. Additionally, a paramount responsibility is to promote and facilitate student learning of the highest quality.

The High School Principal is responsible for the policies, regulations and procedures to ensure that all students are supervised and educated in a safe environment that fosters the mission of the Diocese of Lubbock and Christ the King Cathedral School. Inherent in the position are the responsibilities for scheduling, curriculum development, spiritual and co- curricular activities, management and coordination of the academic personnel, staff development, emergency and safety procedures and communication with the Diocese of Lubbock and the Christ the King Cathedral parish community.

#### MINIMUM QUALIFICATIONS:

The Principal must be an active, practicing Catholic who understands, embraces, and is able to articulate the mission and vision of a faith-based education as defined by and monitored by the Bishop and superintendent.

The Principal will be a dynamic, energetic leader who facilitates learning, growth, and collaboration both inside and outside the classroom. The Principal should have a genuine commitment to Catholic education and the ability to relate well to students and members of the school community and to interact with them regularly.

#### The High School Principal:

- Master's degree
- 3-5 years teaching experience
- at least 18 credit hours in education administration and supervision courses
  - **or** a valid, appropriate state certificate for a principal
  - **or** the successful completion of an appropriate state certification examination.

## PERFORMANCE RESPONSIBILITIES:

The principal is responsible for the continuing Catholic faith formation of the faculty and the students, the school's educational and co-curricular programs, and managing the day-to-day operations of the school. The principal is responsible to the Superintendent for administering the educational and co-curricular programs of the school in a manner consistent with the school's mission and philosophy as a diocesan secondary school in accordance with policies established by the diocese, the school, and the school's advisory board.

The principal is the educational, instructional and spiritual leader of the school and will help establish the vision of learning. The principal will partner with the Superintendent in cultivating and leveraging key relationships and partnerships within and outside the school with the goal of making education at the diocesan high school sustainable.

It is the principal's duty to keep the Superintendent and the advisory board informed at all times of the current status of the school and to work cooperatively with the Superintendent and the board in the development of school priorities.

Specifically, the principal will:

- Give clear educational, faith and moral leadership by providing direction to fulfill the mission of the school by regularly holding faculty meetings, speaking to students and parents, and communicating with the school's constituencies about the mission, values, culture, goals, and expectations of the school as a Catholic educational institution in the Diocese of Lubbock.
- Regularly meet with the Superintendent and report to the board on matters requiring their attention.
- Assign administrative and teaching duties, and provide for supervision, job descriptions, and annual evaluation procedures for all employees that report to the principal.
- Provide for ongoing professional development of the faculty and staff.
- Hire and terminate all employees reporting to the principal.
- Delegate responsibilities appropriately and appoint committees and councils to advise and assist in achieving the Catholic educational mission of the school.
- Coordinate, with the superintendent, the school's master schedule, annual calendar, and daily schedule, as well as the scheduling of all school related activities.
- Work with the superintendent, the business manager, and the finance committee of the advisory board in the development of the annual budget; and monitor compliance to and fiscal control over the budget for staff development, school administration, co-curriculars, and academic departments.
- Supervise and maintain a sound disciplinary system to ensure an appropriate educational climate.
- Represent the school in all official functions relating to the educational community and project a positive image of the school in the community.
- Coordinate and supervise all state and federally funded school programs.
- Make decisions in the admission and dismissal of students in accordance with the school's policies and procedures.
- Be available, accessible and effective in communications with parents, students and the broad constituency of the diocesan high school.
- Perform other duties as assigned by the Superintendent appropriate to the position of Principal.

