



# St. Therese Catholic School

320 Goodnight Ave Pueblo, Colorado 81004

[www.sttheresepueblo.org](http://www.sttheresepueblo.org)

## **POSITION SUMMARY:**

The principal of St. Therese Catholic School serves as a collaborative Catholic leader rooted in the teaching, traditions, and service ministry of the Church. The principal executes a strategic vision focused on strengthening Catholic identity, academic excellence, and security of the long-term, operational sustainability of the school.

Under the direction of the Superintendent of Catholic Schools, the principal fulfills the mission of the school, fostering Catholic Identity, serving as the spiritual, educational, and managerial leader of the school promoting high expectations for academic excellence.

The principal is charged with the implementation of the philosophy, mission, objectives, and the overall management of the school. This includes the professional effectiveness of the staff, the educational progress of the students, as well as the relationship within the entire school and parish communities.

## **ESSENTIAL DUTIES:**

### **Catholic Identity**

- Foster Catholic Identity in accordance with the school's mission and vision.
- Support and upholds the philosophy of Catholic education and the mission of the school.
- Act as a witness to the Gospel values by modeling the teachings of the Catholic Church.
- Provide leadership in creating a school culture reflecting Catholic identity.
- Support and adhere to the teachings of the Catholic Church, Code of Conduct, and policies and procedures of the Diocese.
- Promote Catholic identity within the school through liturgical celebrations, faith development, integration of Gospel values, and the practice of Christian service.

### **Relationship with School Board and Superintendent of Catholic Schools**

- Collaborate regularly regarding strategic plan and updates on diocesan/local policies, school concerns, curriculum, and educational trends.
- Regularly provide appropriate financial reports.
- Provide updates on current educational trends, issues, new laws, and other in-service matters that will be useful to them.
- Responsible for the preparation of the annual budget for the school.
- Administer and monitor the approved budget within the designated parameters.
- Confer regularly and frequently with the President of the School Board and Superintendent of Catholic Schools.

### **Administration**

- Work with the School Board to further the educational mission of the school.
- Consult the board before making decisions on matters of finance, buildings and grounds, advancement, and fund raising.
- Administer the school according to Diocesan and local policies.

- Maintain the accreditation of the school according to Diocesan expectations.
- Develop a strategic plan for the school's operation.
- Demonstrate professionalism in conduct, demeanor, and work habits.
- Provide the highest quality educational experience possible, attaining such outcomes for all students regardless of background.
- Maintain a work schedule that maximizes availability to the school, students, and staff.
- Provide an orderly school environment and promote student self-discipline.
- Develop and communicate routine procedures for the operation of the school.
- Publishes rules, regulations, schedules, and procedures, and is consistent in expectations regarding them.
- Maintain discipline throughout the school so that a learning environment prevails.
- Manage an effective and efficient records system maintaining complete, accurate, and current personnel and student records in accord with diocesan school guidelines and accepted standards.
- Provide appropriate maintenance and cleanliness of the school for the safety and well-being of the students.
- Develop good parent, school-community, and parish relationships.

### **Fiscal Management**

- Responsible for developing an annual school budget based upon documented program needs, estimated enrollment, personnel, and other fiscal needs.
- Supervise all expenditures to comply with the budget.
- Oversee development goals and activities and seek resources and support beyond the school.
- Comply with all parish and diocesan requirements for reporting, auditing, budget management.
- Keep school financial records organized in an orderly and secure manner.
- Oversee compliance, management, and reporting to ensure proper fulfillment related to, but not limited to scholarships and the Home School Enrichment program.

### **Leadership of Faculty and Curriculum Development**

- Hire, supervise, evaluate, and support all faculty and staff according to diocesan guidelines.
- Establish a consistent form of communication with staff.
- Supervise instruction and evaluate the overall effectiveness of the academic program.
- Assist teachers in the guidance, assessment, and analysis of student achievement.
- Provide orientation and on-going in-service for the faculty according to their needs.
- Ensure the implementation of a comprehensive faith-infused curriculum.
- Oversee scheduling of classes and daily lesson planning by teachers.

### **Parental Involvement and Public Relations**

- Provide opportunities for regular conferences and meetings of parents and teachers.
- Provide channels for parent involvement and input in curriculum and school policies.
- Alert parents to the special needs and/or problems of their children.
- Keep parents informed through regular school bulletins.
- Represent the school to the general community.
- Abide by the Confidentiality Policy set forth in the Diocese Employee Handbook.

### **EDUCATION and EXPERIENCE:**

- Possess a Master's degree either in Education, School Administration or in a related field.
- Possess a current teaching certificate in Colorado.

- Possess a principal’s license or be eligible to obtain a principal’s license within the first year of employment.
- 3-5 years of administration experience, preferably in Catholic schools.
- 3-5 years of teaching experience, preferably in Catholic schools.
- Principal or Assistant Principal experience preferred, especially in a Catholic School.
- Extensive experience involving service to or education of children, nonprofit leadership, fundraising, or enrollment experience are especially welcome.
- Strong commitment to the importance of Catholic School ministry in the Church.
- Evidence of competency with technology, strategic planning, enrollment, retention, and financial management.

**KNOWLEDGE, SKILLS, and ABILITIES DEMONSTRATING APPLICATION OF THE FOLLOWING:**

- Ability to continue the tradition of high academic achievement while maintaining the school’s strong Catholic identity.
- Possesses understanding of the basic teachings of the Catholic Church, instructional methods, strategies and curriculum differentiation, adolescent development, methods of religious education, and effective assessment methods.
- Ability to develop positive relationships and work in cooperation with a wide range of constituents; the local pastor, parish staff, superintendent of Catholic schools, faculty, staff and parents.
- Ability to lead faculty and staff in creating a strong Catholic school culture and the mission of Catholic education.
- Ability to invest time in relationships and persuading key stakeholders to coalesce around a winning strategy.
- Ability to make tough decisions to maintain a balanced budget.
- Possess a working knowledge of budgets and finance, hits forecasted enrollment targets, ensures financial records are up to date and accurate, and is not wasteful.
- Possess a commitment to prioritizing instructional leadership, recruiting talented educators, supporting their growth, and providing ongoing mentoring and support, while setting clear expectations and high standards.
- Ability to cooperate with school and diocesan administration; collaborate effectively with all staff.
- Possess excellent communications skills including written, verbal, public speaking, and presentation skills.
- Possess excellent interpersonal and communications skills with children and adults.
- Ability to manage multiple tasks simultaneously and work under pressure.
- Possesses proficiency in technology, strategic planning, enrollment, retention, and financial management.
- Ability to display sound judgment in dress and general behavior, exhibiting professionalism, bearing and clean and neat personal appearance, always.
- Ability to maintain confidentiality of information.

**SUPERVISOR RESPONSIBILITIES:**

- Pre-K through 8<sup>th</sup> grade instructional faculty and support staff.
- Substitute teachers.

## **WORKING ENVIRONMENT AND REQUIRED ACTIVITIES:**

- This is a full-time position.
- Work requires occasional travel, evening, and weekend work as necessary.
- This position is in a general office setting. Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment. Ability to sit or stand for extended periods of time using various office machinery.
- Activities include; repetitive motion activities; data entry/keyboarding, walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying.

## **OTHER REQUIREMENTS:**

- Must be a practicing Roman Catholic in good standing and in full communion with the Church.
- Must pass a criminal background investigation.
- Must have good driving record, current Colorado Driver's License, and automobile insurance.

## **CONTRACT TERM:**

- Begins July 1<sup>st</sup> and ends June 30<sup>th</sup> of the school year.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

## **APPLICATION PROCESS:**

- To apply, please submit the following documents:
  - Application
  - Cover letter (no greater than two pages), answering "Why do you find yourself being called to Catholic school leadership?"
  - Letter from your parish certifying you are a Catholic in good standing.
- Application Deadline: May 28, 2024
- For consideration, please email documents to:  
Deacon Allan Medina, Superintendent of Catholic Schools  
[amedina@dioceseofpueblo.org](mailto:amedina@dioceseofpueblo.org)