



Holy Martyrs Parish

MINISTRY POSITION DESCRIPTION

Position Title: Principal, Aquinas Catholic Community School (Grades PreK – 8)

Position Type: Full-Time, Exempt, Benefits Eligible

Compensation: \$70,000 - \$100,000 Commensurate with assessment of education, certification, and experience.

A Vision of this Ministry

Aquinas Catholic Community School is a growing, vibrant, diverse, multi-cultural Pre-Kindergarten through 8th grade educational community that forms disciples of Christ through the practice of faith and the pursuit of knowledge. The Principal collaborates closely with the Pastor, Superintendent of Catholic Schools, and with certain other members of the Parish and Diocese, both certain paid staff and volunteers, in this mission of growing Catholic discipleship. The Principal fulfills this mission by serving as the spiritual, academic, and managerial leader of the parish school. The Principal is charged with the implementation of the philosophy, mission, and objectives, of the Catholic Church in the overall management of the school. The Principal is responsible for the professional effectiveness of the staff, the educational progress of the students, as well as the relationships within the school, with parents, and the surrounding community. The Principal will collaborate with neighboring parishes, schools, and the Diocesan Schools Office, implementing guidelines outlined in the Diocese of Gary Administrator's Handbook and Employee Handbook.

Note: The essential functions, position specifications and requirements are intended only as illustrations of the various types of ministries that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the ministry change.

Essential Functions / Major Responsibilities

Ministry of Administration

The Principal:

- 1.) Collaborates with the Pastor, under his supervision, and with the Superintendent, Diocesan staff, and certain other members of the school and parish staff, integrating the Principal's own areas of responsibility with the overall parish endeavor to ensure Parish and Diocesan components and specific parish and school members support the school as needed.
- 2.) Directs the school, providing leadership in all school areas especially those related to the academic and Catholic faith formation of its students, through the ongoing academic and religious formation and development of the faculty and staff.
- 3.) Develops and maintains a school culture reflecting its Catholic identity and providing for an orderly environment that promotes student self-discipline.
- 4.) Maintains a continuous plan of assessment and evaluation of the instructional programs and the religious, academic, social, physical, and emotional growth of the students.
- 5.) Provides development and oversight regarding the school budget in collaboration with the parish Director of Finance and Stewardship and the Parish Pastoral Council, and the Parish Finance Council under the supervision of the Pastor.
- 6.) Is accountable for approval of all school expenditures and that appropriate records are kept of all school income.
- 7.) Directs, Supervises and Oversees all teachers, staff, and volunteers.
 - a. Including supervising and evaluating school faculty and staff.
 - b. Developing professional development plans for all faculty and staff with on-going dialogue.
- 8.) In collaboration with the Diocesan Schools Office and Office of Human Resources posts open faculty and staff positions and following parish and diocesan guidelines interviews and in collaboration with the pastor or his designee makes offers for paid ministry within the school.

- 9.) In accordance with parish and diocesan guidelines, in collaboration with the Diocesan Director of Human Resources, after ongoing dialogue and action planning whenever possible, in collaboration with the Pastor and Superintendent of Catholic Schools, terminates faculty, staff, and volunteers from their ministry at the school as required.
- 10.) Ensures current and accurate records and reports are made and retained according to state, diocesan, and parish policy.
- 11.) Is accountable for all school specific deadlines and management regarding Indiana Choice Scholarship application and compliance, On My Way PK application and compliance, Gary and Merrillville Title Grants, Childcare and Development Fund (CCDF) compliance, IDOE compliance, USDA Child Nutrition Program, Free and Reduced Lunch Program, Before and after school Adventure Club program, Renewal of Digital Subscriptions and Software licenses and any other school programs or grants.
- 12.) Develops plans for the safety and well-being of the students and staff including response to emergencies and unforeseen events as well as the Virtus Safe Environment Program. Provides a safe, secure, and comfortable learning environment for all.
- 13.) Is accountable for maintaining the accreditation of the school and identifies and effects needed change and growth for specified school improvement.
- 14.) Cultivates parent/guardian partnerships to advance the mission of the school and the ministry of Catholic education through the efforts of the Home and School Association and the School Advisory Council.
- 15.) Designs and implements communication strategies to ensure that the pastor, staff, parish, school families, and the larger community are informed about the school. Including regular newsletters and emails.
- 16.) Communicates effectively and in a timely manner with internal and external constituencies.
- 17.) Is accountable for maintaining a clean, neat, and orderly environment. Uses equipment, supplies, and other materials with a focused effort to stewardship and reduce waste.

Ministry of Formation and Education

The Principal:

- 1.) Ensures the implementation of a comprehensive academic and religion curriculum using a variety of pedagogical strategies and best practices.
- 2.) Ensures that all programs are rooted in the Gospel, the Catechism of the Catholic Church, the General Directory for Catechesis, and the guidelines of the U.S.C.C.B. and the Diocese of Gary.
- 3.) Promotes the individual and communal formation of the spiritual life of school staff, students and families through liturgical celebrations, faith development, integration of Gospel values, and the practice of Christian service.
- 4.) Supervises instruction, and identifies, implements, and monitors annual goals and strategies to ensure the overall quality of academic programs.
- 5.) Coordinates with the Director of Evangelization and Discipleship and Director of Religious Education, the preparation of all students approaching the sacraments of initiation.
- 6.) Follows Diocese of Gary policies in recruiting, screening, training, and certifying of teachers and staff, including but not limited to: Criminal Background checks, Sexual Misconduct Towards Minors education, Creating Safe Environments for Youth, and Virtus.
- 7.) Is a Leader in optimizing and administering technology in the school. Sets a regular (annual or more frequently as is required) and clear vision for technology integration, outlining how technology can enhance teaching and learning experiences while aligning with the school's goals and objectives.
- 8.) Pursues opportunities to grow spiritually and professionally through prayer, reflection, and continuing education.

Ministry of Pastoral Service

The Principal:

- 1.) Acts as a witness to the Gospel values by modeling the teachings of the Catholic Church in and out of school.
- 2.) Is visibly present at key parish events, as agreed upon, keeping attuned to the living faith and real concerns of parishioners.
- 3.) Works to foster unity among parishioners, especially between those involved in the school ministry.
- 4.) Promotes good public relations both within and beyond the parish and school, and participates in ecumenical, cluster, Deanery, and Diocesan networks of professional peers.
- 5.) Provides pastoral care (i.e. responds with Christian charity) to all people in need.

Qualities

The Principal demonstrates the qualities common to all pastoral ministers in the Catholic Church. The effective functioning of this ministry requires that the person be a practicing Catholic, a person of prayer, who is sensitive to the cultural experience of the students and families. These qualities are but not limited to:

- 1.) Supporting and upholding the mission of the Catholic Church as expressed by the Bishop of the Diocese of Gary and the Pastor of Holy Martyrs Parish. Serving as a role model for others in a positive manner in all professional interactions within the parish and Diocese and the larger community. Demonstrates loyalty and pride in the parish and its employees and ministries.
- 2.) Respecting and safeguarding the confidentiality of information regarding students, families, parishioners, co-workers, school, and the church, and holds others accountable to the same standard.
- 3.) Projects the professional and caring demeanor that befits a leader within the church in interactions with all persons.
- 4.) Demonstrating the behavior of teamwork when interacting with others within or outside the church. As such, consistently displays respect for self and for others in manner (body language, dress), word (spoken language) and action (behavior).
- 5.) Is welcoming of suggestions and innovative ideas as an opportunity to learn, grow, and improve their ministry.

Competencies and Skills

In addition to the competencies and skills required of all pastoral ministers in the Catholic Church, there are several which the Principal needs in particular:

- 1.) Is knowledgeable of and comfortable in living and forming others in the teachings of the Roman Catholic Church, her moral teachings, and her life as described in the "Catechism of the Catholic Church" and the "Code of Canon Law" as presented by the Pastor of Holy Martyrs Parish and interpreted by the Bishop of the Diocese of Gary.
- 2.) Strong capabilities in Curriculum Design and Development, Religious Education, Administration and Management, Finance and Development, Communication and Public Relations.
- 3.) Exhibits resourcefulness and initiative in anticipating and meeting the needs of others in a proactive manner. Encourages and empowers teachers, staff, and volunteers to perform in the same manner.
- 4.) Takes ownership of job responsibilities by initiating prompt and appropriate action/follow-up in all areas. Insures appropriate and timely resolution to situations.
- 5.) Possess the ability to collaborate with people of all ages, demonstrates excellent leadership skills, and exceptional organizational, interpersonal, and public speaking skills.
- 6.) While performing the duties of this job, the Principal is required to stand, walk, stoop, finger, talk, reach, feel, sit, climb, grasp, hear and perform repetitive motions of the hands/wrists. Lifts and moves items up to thirty pounds. Is Required to manage moderate to high levels of stress.

Formation, Training, and Criteria for Readiness

Preparation for this ministry demands formation and professional training in Education and Catechetics. Minimally, the principal will have, or be eligible, for K-12 Building Administrator License by the Indiana Department of Education. Have a minimum of three years' experience serving Catholic schools. Must be a practicing Roman Catholic. The Principal must be ready to perform his/her work mostly in a school office and classroom setting. Extensive and close computer work is required, as is sitting for prolonged periods of time as is attendance at certain evening or weekend meetings.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Cover Letter and resume may be sent directly to:

Mrs. Jan Mucha
Director of Finance & Stewardship
Holy Martyrs Parish
8303 Taft Street
Merrillville, IN 46410
Email: dfs@46410.org