



MERCY HIGH SCHOOL

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JOB DESCRIPTION – PRINCIPAL

The Principal is appointed by the Board of Directors of the CSNSV, INC. and is responsible for the school's daily operation, for providing direction to the faculty in their work of Catholic education, and for fostering an atmosphere of learning, achievement, cooperation, and spirituality. The Principal manages academic and co-curricular programs and operations to insure their success and encourages the unity and involvement of the entire school community. The Principal fulfills this responsibility with the assistance of other administrators and staff and under the authority of, and in cooperation with, the Board of Directors and the Executive Director, to whom the Principal directly reports.

Serves on the following committees of the school:

- Management Team
- Leadership Team
- Budget Committee
- Principal's Advisory Committee (chair)
- Major Maintenance / Capital Improvement Committee

Supervises the following faculty/staff:

- Vice Principal
- Asst. Principal for Curriculum & Instruction
- Asst. Principal for Student Life
- Dean of Students
- Dir. of Campus Ministry
- Dir. of Guidance
- Dir. of Athletics
- Admin. Asst. to the Principal

General Responsibilities

1. The responsibility of modeling, articulating, communicating, and implementing the Catholic mission of the school.
2. To inspire the faculty to pursue instructional excellence; to work closely with the Curriculum Committee, the departments, and co-curricular moderators and coaches in strengthening the academic, athletic, spiritual, Christian service, guidance, and co-curricular programs.
3. To confer regularly with the Executive Director and the school community in order to maintain communication and unified policies and procedures for the operation of the school.
4. To regularly evaluate those who are directly responsible to the Principal and to oversee regular evaluations of all personnel indirectly under the Principal's areas of responsibility.

5. To be present and visible to the students in order to provide them with guidance and support.
6. To encourage the involvement of students and staff in the Campus Ministry and Christian Service programs.
7. To lead the administration and faculty in ongoing development and evaluation of activities, programs, services, and policies. Planning processes include the WASC/WCEA accreditation.
8. To approve the admission, re-admission, or dismissal of students.
9. To approve the issuance of diplomas.
10. To coordinate publication of the annual Parent/Student Handbook.
11. To provide for the proper care, safety, and supervision of students while under school custody and at school-related functions.
12. To meet with students and parents for final resolution of academic, behavioral, or personal problems which cannot be resolved through other channels.
13. To keep parents and students apprised of the school and its activities.
14. To perform other job-related duties as assigned by the Executive Director.

Faculty Leadership

15. To attract qualified faculty and staff to the school and inspire them to continued excellence.
16. To establish annual faculty and staff assignments for school operations; to execute faculty employment contracts.
17. To utilize the resources of the school to support faculty and staff in their performance of duties.
18. To provide reasonable and effective working conditions.
19. To keep faculty and staff informed about activities and programs and to involve them appropriately in planning and reviewing.
20. To provide for the regular observation and evaluation of faculty in performing assignments and satisfying employee obligations; to affirm and recognize commendable service; to appraise individuals of deficiencies, and to specify corrective actions to be taken.
21. To facilitate religious and spiritual development.
22. To coordinate the development of professional development goals, both annual and long-term, for the faculty as a whole and for individual faculty members.
23. To encourage faculty participation in professional associations, workshops, projects, and extended course work.
24. To ensure regular in-service opportunities for the faculty.

School Business

25. To confer regularly with the Executive Director in planning and evaluating school operations as well as long-term strategic planning.
26. To review budgetary needs with school personnel and to prepare, with the assistance of the Executive Director, the annual operational budget for review and approval by the Board of Directors.
27. To implement, in cooperation with the Executive Director, the annual operational budget; to provide regular reports to the Executive Director on budget variations.
28. To maintain, in cooperation with the Catholic School Department, appropriate records of all personnel, and to insure compliance with required employment policies of the state, diocese and school.

29. To approve the placement and the advancement of faculty on the salary schedule in accordance with established policies.
30. To make recommendations to the Executive Director regarding improvements in faculty salaries and benefits.
31. To prepare and maintain the school's annual Master Calendar.
32. To confer with the Executive Director about needed improvements in the area of buildings and grounds.