



Garces Memorial High School

Job Description: Principal

The Principal reports directly to the President and leads the school in its day-to-day educational operations, including supervision of curriculum & instruction, co-curricular programming, faith-based activities, and student life. The following areas of responsibility may be adjusted in the President's discretion:

Responsibilities as a Faith Leader (with the President):

- Integrates Catholic mission and identity within all facets of the teaching-learning process and related activities of the school.
- As a practicing Catholic, reflects commitment to the school's Catholic mission and identity through immersion in faith-centered activities such as faculty/staff retreats, student retreats, service programs, liturgies, and participation in the sacramental life of the Church.
- Reinforces the school's mission in communications with internal and external constituencies and consistently models Gospel values.
- Coordinates with Campus Ministry regarding programs and activities that relate to faculty/staff, students, and the broader community.
- Consistently values diversity, inclusion, and the richness of varied cultural traditions as essential characteristics of authentic Catholic education.
- Leads the Diversity Council and serves as a member of the Pastoral Team.
- Maintains positive relationships with local religious leaders, including pastors of parishes.
- Promotes in word and deed the sanctity of life, dignity of the person, and care for the marginalized.

Responsibilities as an Instructional Leader:

- Subject to approval by the President, employs, non-renews, and dismisses certified and selected non-certified staff (including Co-Curricular Program Heads).

- Either directly or through a delegate, conducts teacher observations and evaluations, including placing personnel on improvement plans and/or probationary status.
- Develops instructional programs in collaboration with the Assistant Principal – Academics and co-curricular programs in collaboration with the Assistant Principal – Student Life.
- Monitors all school-related programming and ensures compliance with Diocesan, regional and state requirements.
- Assures that student life programming, including those in athletics and campus ministry, reflect the school's mission and high standards.
- Leads formation programs for new teachers including orientations and ongoing mentoring.
- Maintains an up-to-date curriculum guide to include a course-of-study, general academic policies, and an overview and syllabus of each course.
- Supervises direct reports, including members of the Administrative Team (AP-Academics, AP-Student Life, Dean of Students), Athletic Director, Counseling Department, Technology Director, Wellness Coordinator, Campus Ministry Director, Learning Director, and Assistant to the Principal/Registrar.
- Ensures proper maintenance and reporting of all student records, including grade reports and data in the Student Information System.
- Evidences a love of learning as a lifetime learner and effectively demonstrates understanding of a variety of educational and pedagogical skills.
- Utilizes multiple data sources to inform ongoing development of curricular and non-curricular programming.
- Insists on ethical conduct in the administration of all affairs and evidences such conduct in interactions and decision making.
- Updates and maintains job descriptions for appropriate personnel.
- Oversees the development of the school calendar.
- Establishes and monitors faculty workload.
- Coordinates administrative supervision of school events and attends/supervises school events in conjunction with the administrative team.

Responsibilities as Administrator:

- Shapes a culture in which high expectations are the norm for all personnel and students, while consistently exhibiting support for community members.
- Models personal and professional ethics, respect, integrity, justice, and fairness.
- Helps sustain a safe, efficient, clean, well maintained, and productive school environment that enhances student learning and well-being.
- Aligns fiscal, human, and material resources to support the learning and formation of all students, including assistance with the budgeting process and ongoing compliance.
- Supervises and documents evaluations of personnel in a professional, thorough, and consistent manner.
- Demonstrates skills in decision-making, problem solving, change management, planning, conflict management, and evaluation.
- Attends and participates in diocesan principal and committee meetings and ensures school participation in a variety of diocesan sponsored student events.
- Assures prompt submission of reports and information as required by the Office of Catholic Education (OCE).
- Represents the school to the Diocese of Fresno, accrediting agencies, and associated stakeholders.
- Communicates openly and regularly with the school community; exhibits rapport and availability to and with the community.
- Provides regularly scheduled faculty, staff, and curriculum meetings.
- Works collaboratively to make decisions in a timely manner.
- Manages conflict effectively and gracefully in a manner keeping with faith tradition.
- Performs other duties as required by the President.