

GUARDIAN ANGELS CENTRAL CATHOLIC



ELEMENTARY SCHOOL

408 E Walnut Street
West Point, NE 68788
402-372-5328

HIGH SCHOOL

419 E Decatur Street
West Point, NE 68788
402-372-5326

Position: High School Principal

Updated: November, 2021

Reports to: Pastor/President

PRIMARY OBJECTIVE OF POSITION

The instructional leader of Guardian Angels Central Catholic School will support our 7-12th grade community in living our mission, "To prepare all students to reach their fullest potential by learning and leading through Christ ." We are a Christian educational community fostering the spiritual and academic growth of our students, preparing them to live a moral, faith-filled life based on Catholic values."

ESSENTIAL JOB RESPONSIBILITIES:

Employees of the Catholic Church are expected to conduct themselves in a manner consistent with and supportive of the mission and purpose of the Church. Individual's public behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Omaha, such that can embarrass the Church or give rise to scandal. The principal is required to be an active, practicing Roman Catholic in good standing.

REPRESENTATIVE RESPONSIBILITIES:

- Help create and maintain a productive environment where there is harmony, a positive learning experience, effective communication, and shared responsibility.
- Be an example for teachers, school staff, students, and parents by living a joyful, faith-filled life as a practicing Catholic.
- Promote and support the goals and objectives of the school to the greater community.
- Prioritize and manage time effectively.
- Follow through with commitments in a timely manner.
- Attend school extra-curricular activities on a regular basis to show support and encouragement for our students.

ADMINISTRATION:

- Comply with regulations and requirements for approval and accreditation as defined by the State of Nebraska and the Archdiocese of Omaha.
- Recruit, interview, and recommend all teachers and school staff for employment.
- Make recommendations to the pastor/president regarding employment of all teachers/ staff.
- Develop and maintain effective communications among all groups associated with the school: teachers, students, school staff, parish staff, School Board and Parish Council, Home and School Association, parents, parishioners, Archdiocese of Omaha, and Catholic School Office.

- Interpret educational goals and school policy for above identified groups.
- Provide input about the school budget to the President and maintain required financial records.
- Hire and supervise substitute teachers.
- Coordinate programming and services with and be a liaison to the West Point Beemer Public School system.
- Attend meetings that are deemed necessary as role of school principal. This may include, but is not limited to, School Board meetings, Supportive Parents Association meetings, Booster Club meetings, as well as Catholic School Office Principal meetings.
- Meet with the pastor/president on an ongoing basis to review and coordinate school ministry with the parish community.

SUPERVISION OF STUDENTS:

- Provide and demonstrate a caring relationship with all students.
- Know the backgrounds, abilities, and special needs of all students.
- Ensure the health and safety of all students.
- Direct and support recruitment and registrations of new students.
- Direct and support teachers in establishing an appropriate discipline philosophy for the school.
- Direct and support teachers in coordinating student activities such as field trips, school program, school service projects, etc.
- Direct and support teachers in pupil evaluations, assessments, and coordinate parent-teacher conferences.

ORGANIZING AND ADMINISTERING INSTRUCTIONAL PROGRAMS

- Coordinate curriculum and schedules.
- Lead ongoing curriculum evaluation and development.
- Support and facilitate the implementation of curriculum.
- Provide assistance and guide teachers in determining effective curriculum approaches and appropriate methodologies for teaching.
- Work collaboratively with teachers to design necessary staff development programs to support goals of School Improvement Plan.
- Assist teachers in designing appropriate classroom assessments and analyzing test data to determine specific student needs.

SUPERVISION OF SCHOOL PROGRAMS/INITIATIVES

- Implementation and evaluation of Guardian Angels Central Catholic Strategic Planning initiative together with the School Board and members of the Strategic Planning Committee.
- Visit classrooms regularly to affirm and assist teachers in developing additional teaching proficiencies.
- Facilitate the development, design, implementation, monitoring, and evaluation of the School Improvement Plan, utilizing the framework and processes adopted by the Archdiocesan Catholic School Office to address approval and accreditation requirements of the State of Nebraska.
- Provide a student focused orientation for new teachers and staff.

- Provide leadership through teacher meetings, teacher in-services, and other forms of communication.
- Formally evaluate teachers and school staff a minimum of once a year. This action is to be preceded by regular classroom observations with follow-up discussions and opportunities for goal-setting and discussion during an annual review process.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess and able to consistently demonstrate the following personal and professional qualifications:

- A practicing member, in good standing, of the Roman Catholic Church who sees his/her commitment to Catholic education as a ministry.
- Demonstrated record of developing a sound philosophy of Catholic School education and administration.
- High energy leader with a passion for students, faith formation, community building, character development learning, and excellence.
- Demonstrated record of developing processes, implementing, and evaluating an effective school improvement plan.
- Strong working knowledge of the spiritual and academic educational documents used in the Archdiocese.
- Strong working knowledge and/or skills in administration, management, curriculum, instruction, public relations, communications, development, budget, and finance.
- Demonstrated record of setting high expectations for students, staff and self, assessing progress and growth on an ongoing basis.
- Demonstrated excellent oral and written communication skills.

EDUCATION AND EXPERIENCE:

- Bachelor of Science in Education
- Masters Degree in Education Administration
- Possesses a valid Nebraska Administration Certificate
- Five or more years of experience as a classroom teacher
- Minimum of three years as a school administrator (preferred)

APPLICATION INSTRUCTIONS:

Interested applicants should send a letter of application, resume, transcripts, and three current references to: Paula Peatrowsky

GACCprincipalsearch@gmail.com

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so qualified. Furthermore, they do not establish a contract/or employment and are subject to change at the discretion of the employer.