

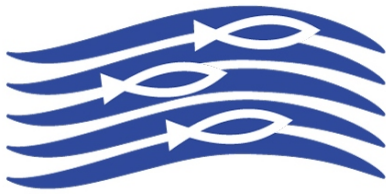
DESCRIPTION OF SAINT ANDREW CATHOLIC SCHOOL:

Saint Andrew Catholic School is a parish-affiliated Catholic elementary & middle school in the Diocese of St. Cloud with a student base of 185, to potentially 240 students in grades Prekindergarten - 7th Grade. It was founded in 1951. Currently, we are expanding to 8th grade Fall of 2025-2026. The school is fully accredited with the Minnesota Nonpublic School Accrediting Association.

There is presently a faculty of 14 teachers including a Music Specialist, Technology/Media Specialist Physical Education Specialist, and a Band Instructor. We also have an abundance of support staff and volunteers.

Our Mission and Philosophy Statements can be found at www.saint-andrew.net/mission-philosophy

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Saint Andrew

Anchored in Faith  Catholic Church and School

Principal of Saint Andrew Catholic School Job Description

Date: February 2024

FLSA: Exempt/Professional
40 + hours per week
Can include evenings and weekends as required or needed.
Eligible for Benefits

Reports to: Pastor and in administrative affairs to the Parish Business Administrator.

Purpose:

The principal is a spiritual leader, educational leader, and administrative head of the school. The principal is responsible for the educational program and its effective operation. The principal deals with faculty and staff, students, parents, curriculum, personnel, budget, facilities, and other factors related to the effective operation and growth of the school. The principal is the liaison between the school, parish community and the local community.

All employees of the church and school are employees of the Church of Saint Andrew. Employment in and by the Catholic Church is substantially different from secular employment. Catholic Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Catholic Church. Their public behavior must not violate the faith, morals, or laws of the Catholic Church, such that it can embarrass the Church or give rise to scandal.

Representative Duties & Responsibilities:

I. Principal as Spiritual Leader:

a. Faith and Moral Development

- i. Nurtures the faith and moral development of faculty, staff, and students through opportunities for spiritual growth.
- ii. Ensures quality Catholic religious instruction of students.
- iii. Provides opportunities for the school community to worship in liturgy, prayer services, reconciliation, etc.
- iv. Supports and fosters consistent practices of Catholic Social Teaching.
- v. Integrates Gospel values and Catholic teaching into the curriculum, policies, and life of the school.

b. *Building Catholic Community*

- i. Utilizes the mission and philosophy statements which reflect the unique Catholic character and spirit of the school.
- ii. Works with the pastor and parish staff to foster collaboration between the parish and school.
- iii. Recognizes, respects, and facilitates the role of parents as primary educators.
- iv. Maintains structures and avenues of communication to support unity between the school and the parish as well as the parish-at-large.

2. **Principal as Educational Leader:**

a. *Learning Environment*

- i. Shapes the school's vision reflecting Catholic identity.
- ii. Applies a Catholic educational vision to daily activities of the school.
- iii. Promotes a healthy learning environment.
- iv. Recognizes and fosters leadership ability among faculty and staff members.
- v. Interprets and uses research to guide strategic planning.

b. *Curriculum, Instruction and Assessment*

- i. Demonstrates knowledge of the content, methods, and effectiveness of the total educational program.
- ii. Provides leadership in curriculum articulation and development.
- iii. Demonstrates an understanding of educational strategies and pedagogy.
- iv. Assists teachers with special needs related to students.
- v. Supervises instruction, providing yearly formal evaluations of teaching staff.
- vi. Demonstrates effective use of assessment data for initiating curricular decisions.
- vii. Utilizes the curriculum review cycle to select and implement fitting resources that teach the Standards and reflect Catholic values.

3. **Principal as Administrative Leader:**

a. *Personnel Management*

- i. Provides orientation, supervision, and evaluation for school faculty and staff.
- ii. Provides for and seeks opportunities for professional development.
- iii. Possesses conflict resolution skills.

- b. Follows appropriate employment procedures related to hiring, personnel records, termination, and evaluation of personnel.

Site Management

- i. Understands Catholic school governance structures and works effectively within those structures.
- ii. Provides an orderly, healthy, and safe school environment.
- iii. Serves as an ex-officio member of the School Advisory Board.
- iv. Understands and applies legal and regulatory laws as it applies to schools.
- v. Understands state requirements and government-funded programs.
- vi. Utilizes current technologies for management of school.
- vii. Understands current school policies and knows how to develop policies that pertain to the school.
- viii. Communicates effectively through oral and written communications.
- ix. Maintains accredited school status with the Minnesota Nonpublic Accrediting Association.
- x. Oversees the Pre-Kindergarten program, acts as director to ensure compliance in DHS mandates.

c. Finance, Marketing and Development

- i. Demonstrates planning and management abilities working within the school budget.
- ii. Collaborates with and is accountable to the Parish Business Administrator in fiscal and budget matters.
- iii. Develops a school marketing program to ensure the viability of the school.
- iv. Understands the basic strategies of long-range financial goals.
- v. Coordinates and oversees the fund-raising efforts of the school.

d. Food Service Director

- i. Hire, supervise, and evaluate kitchen/cafeteria staff members.
- ii. Supervise, administer, and manage the school lunch program as outlined by the Child Nutrition Program.
- iii. Assure the cafeteria operation is in a manner consistent with guidelines established by the MN Department of Health.

e. Before and After School Care

- i. Hire, supervise, and evaluate director and staff members of the before/after school program.

The responsibilities listed above are considered essential functions of the job. They are representative of the position and not all-inclusive. More detailed listings of the duties and tasks are outlined in supplemental documents, including but not limited to policy handbooks, codes of conduct, Church procedures, etc.

Qualifications:

1. Be a practicing Catholic in good standing with the Catholic Church who is able to provide a credible witness of the Catholic Faith.
2. Have a deep commitment to the importance and mission of Catholic Schools
3. Possess a master's degree in Catholic school leadership or its equivalent – or in progress (preferred)
4. Have three years teaching or administrative experience in Catholic Schools (preferred)
5. Obtain the Certificate in [Catholic School Leadership](#) (preferred).
6. Centered on student spiritual, academic, developmental, and social growth.
7. Ability to collaborate with teachers, staff, parents, and school stakeholders.
8. High sense of professionalism.

I have reviewed and understand this job description and acknowledge that it is subject to change according to the needs of the parish and parish school.

Signature _____ Date _____
Employee

Signature _____ Date _____
Pastor/Parish Representative