

Saint James School Principal Performance Responsibilities

The principal's responsibilities extend to the effective operation of a Catholic education program by providing leadership in many areas. Although it is possible to see the principal's ministry as a prism of different roles, the list below is an attempt to describe aspects of the position.

- Engages the staff in actively infusing Catholic identity into the school's culture, curriculum, programs and policies.
- Clearly and enthusiastically articulates the mission of the school.
- Encourages all personnel to reflect on and take responsibility for the mission of the school.
- Ensures a variety of Christian service opportunities for the school community, which are characterized by a reflective component and grounded in prayer.
- Collaborates in developing and executing short and long-range strategic plans for making the vision a reality.
- Engages all members of the school community in defining and articulating a shared vision for the school.
- Promotes a school culture where creativity, responsible risk-taking and research-based experimentation are valued.
- Creates an atmosphere of openness and availability with clergy, teachers, students and parents.
- Cultivates a positive and collaborative relationship with the staff, pastor, neighboring schools and HSA.
- Provides feedback that both affirms teachers, support staff and promotes personal and professional growth and development.
- Organizes and carries out a planned program for staff evaluations - faculty and support staff.
- Utilizes a variety of strategies and techniques in an effort to communicate effectively with individuals and groups.
- Works collaboratively with the School Advisory Council.
- Deals with conflict with courage and compassion and uses conflict as an opportunity for individual and collective growth.
- Cooperates with federal, state and local agencies and effectively uses the resources available through them.
- Encourages active membership and supports the activities of the Home School Association.
- Models high professional standards and actively engages in ongoing professional development.
- Supervises the academic program in the school to insure its Catholicity.
- Coordinates on-going curriculum development and throughout the grades.
- Ensures that Diocesan/NJ State Curriculum Outcomes are followed.
- Regularly attends Diocesan and Regional Principal Meetings.
- Ensures that faculty are appropriately degreed and certified.

- Identifies and secures appropriate resources (grants, donations, new business connections, alumni) to meet the needs of the school in and through a strong development program.
- Directs a detailed marketing plan to promote the value of the school.
- Establishes and directs a development committee as part of the School Advisory Council with realistic plans for soliciting financial support for the school.
- Stays abreast of school law updates and ensures that teachers and staff are aware of and act in compliance with all federal, state and local laws as they impact the school.
- Oversees all records required to meet system, diocesan, state and federal requirements.