

Job Description

Title: Principal - St. Joseph Elementary and Middle School (PK-8)
Employment: Administrative Contract - 12 Months
Reports To: MCS President
Year: 2024-2025

Position Description: The SJS Principal is the educational leader of this Catholic school appointed by the President, in consultation with the MCS School Board and Bishop of the Diocese of Helena. The Principal is supervised and evaluated by the President. The Principal works closely with the President, school faculty, support staff and parents of the local Catholic school to achieve a positive climate and educational program that fosters high expectations of the individual as well as Catholic formation and growth within the overall school community. The Principal ensures the implementation within the school of the policies of Missoula Catholic Schools, the Diocese of Helena, and any applicable federal, state, and local statutes. The Principal will ensure that the school develops policies and programs that comply with and fulfill these regulations and its mission.

Qualifications:

- Registered and actively practicing Catholic in a parish community (Missoula or elsewhere)
- Holds a Masters Degree in Educational Leadership
- Holds an administrative certification for Elementary School Administration in the State of Montana (or able to acquire credential in time frame suitable for employment for this position)

Professional Responsibilities:

- Evaluate the school's faculty and support staff, and recommend for renewal / non-renewal of continued employment in accordance with MCS and Diocesan policies.
- Provide oversight and supervision for the Early Education Program (EEP) by conducting supervision and evaluation of the EEP Director, and its educators.
- Responsible for the EEP program and its alignment (curriculum, enrollment plan, and Catholic Mission and Values) with the goals and objectives of MCS.
- Initiate the hiring of school personnel, in consultation with the MCS President.
- Supervise and direct all reasonable necessary precautions to safeguard personnel, students, materials, equipment, and facilities.
- Apply all policies to student, faculty and staff discipline.
- Assure strategic and long-range improvement plans are enacted, in consultation with the President and the MCS School Board, and be responsible for its annual implementation plan.
- Assist President with enrollment management and public relations programs.
- Review and monitor policies governing the operations in consultation with the President.
- Perform other duties as assigned by the President.

Spiritual Leadership:

- Be active and participatory in the Catholic community.
- Be responsible for ensuring an atmosphere for the development of a school community centered in the magisterium of the Roman Catholic Church within a rigorous, dynamic learning environment which is consistent with the vision and philosophy of MCS.
- Monitor and guide the actions of the school community consistent with Catholic values and Diocesan policy while being responsible for the faith formation of students, faculty and staff.

Instructional Leadership:

- Be responsible for the educational leadership and personnel supervision of faculty and staff.
- Responsible for the oversights of the school's accreditation process with the WCEA.
- Direct the application and accreditation standards to the educational programs.
- Involves the school faculty in the identification, evaluation, and selection of appropriate equipment, materials, with budget allocations, to foster instructional goals and objectives.
- Provide and/or arrange for professional development training for faculty and staff.
- Ensures the development, implementation, and evaluation of a comprehensive curriculum program, PreK-8, which complies with Diocesan and state standards.

Communication Leadership:

- Articulate the school's vision and mission to constituent groups, assisting the President as needed with external community.
- Establish and maintain a collaborative working relationship and open communications with the President, and any committees as appropriate; provide leadership of the secondary/elementary education committees as needed.
- Represent the school at appropriate meetings and activities.

Finances:

- Administer school operational budget under the direction of the President, in compliance with all MCS and Diocesan policies.
- Consult with the MCS Controller and Finance Committee as necessary.

Facilities:

- Oversee capital maintenance and building projects of the school campus under guidance of the President as needed.
- Provide scheduling and oversight of facility rental.

Salary commensurate with education and experience. Full benefits package included.

Interested candidates: Please submit cover letter, resume, one-page Catholic educational leadership statement, and three references, to Dr. Thomas Noonan, Missoula Catholic Schools President, at employment@mcsmt.org or mail to: 300 Edith Street, Missoula, MT 59801

Priority Application Deadline: Tuesday, May 14, 2024 – Application review will begin at that time. Applications will be accepted until the position is filled.