

Principal Job Description – St. Paul Elementary School, Wellesley

The principal of St. Paul, Wellesley is the spiritual, instructional, and administrative head of the school, and is responsible for the effective operation of the school as a Catholic educational institution. He/she is the primary agent for creating an environment that fosters academic excellence, Catholic faith formation, and vitality and viability. He/she is responsible for creating a welcoming atmosphere for all members of the school community (faculty, staff, students, parents and donors) and a climate that encourages the engagement of each student in the learning process while fostering a love for learning. The principal reports directly to the pastor of St. Paul parish.

The responsibilities of the principal include but are not limited to:

- Providing leadership within the school and creating an environment that speaks of the Catholic identity of the school.
- Developing a rigorous educational program that meets the needs of the student population and maintaining a consistency in academic excellence in line with the school's accreditation standards.
- Providing leadership among faculty, staff and parents that creates an inviting, welcoming, learning environment in which the diversity among students on all levels is both respected and appreciated.
- Creating an atmosphere, with faculty, staff and parents, that fosters a love of learning among students and encourages the development of each student to his/her full potential.
- Providing professional development for faculty that advances the academic and spiritual goals of the school.
- Preparation of the school budget in collaboration with the pastor/school consultative board and the administration and monitoring of the budget once it has been approved.
- Maintaining the physical environment of his/her building by ensuring its cleanliness and safety.
- Recruiting, hiring, supporting, and supervising faculty and staff, performing annual evaluations, and terminating employment.
- Management of the school office, including submitting reports, keeping records, publishing the school calendar, providing for office and telephone coverage, and providing appropriate internal and external signage that is both positive in tone, helpful, and communicates the mission of the school.
- Coordination of parent and community involvement in school activities.

Qualifications

The principal of St. Paul, Wellesley is a practicing Catholic, holds a Masters degree in education and MA certification as a school principal, with significant teaching experience. Catholic school experience preferred. Interested candidates should send a resume and cover letter to christina_sorgi@rcab.org.