



## Job Posting Elementary Principal

<b>REPORTS TO: President</b>	<b>RESPONSIBLE FOR: All Faculty and Staff PS-5.</b>
<b>WORKS WITH: CCEC, Diocesan Office of Schools, Pastors, Parents, Principals &amp; Administrators</b>	<b>CLASS: Building Administrator LOCATION: Elementary School SUPERVISION: Faculty, Support Staff Assigned to Position</b>

**JOB SUMMARY:**

To provide overall instructional leadership in a school to facilitate the development of the total school community toward the goal of providing students with the highest quality Catholic educational and spiritual experience. Areas of responsibility include: spiritual leadership, curriculum development, budget management, personnel management, public relations, student/teacher/program evaluations, planning and day-to-day operations.

The Elementary Principal is responsible for the administration of the Parent/Student Handbook in relation to conduct, behavior, and the coordination of various extracurricular activities. The person in this position will work with the teaching staff to ensure the proper conduct of our students in a Catholic educational environment.

This Elementary Principal is responsible for the coordination of the athletic program in grades K-5 through the oversight of the Athletic Director.

The Elementary School Principal is responsible for diocesan guidelines detailed in the Basic Responsibilities for School Administrators in Diocesan Catholic Schools and other essential functions outlined below.

**ESSENTIAL FUNCTIONS ELEMENTARY PRINCIPAL:**

1. Supervise faculty through the implementation of the diocesan and or school adopted performance evaluation systems and informal observations.
2. When necessary, provide corrective intervention with faculty who demonstrate inappropriate behavior or poor pedagogical performance.



3. Direct the effort to maintain, upgrade, implement and follow through of curricular efforts in the Elementary School.
4. Organize and coordinate the review and implementation of existing curriculum and instructional materials (textbooks, technology, manipulatives).
5. Plan, facilitate and implement professional staff development.
6. Plan, facilitate and implement faculty meetings for Elementary School.
7. Lead the MNSAA accreditation process throughout the established cycles.
8. Develop and maintain the school's annual calendar.
9. Assist faculty in the procurement of resources necessary to provide effective instruction.
10. Lead the analysis of standardized test scores, student performance data and coordinate with faculty to drive instruction to ensure improved future performance.
11. Communicate with parents the results of standardized test results and their interpretation.
12. Report regularly to the Pastors and CCEC on the status of educational programs in the schools.
13. Meet with parents to problem solve academic, social and serious disciplinary problems in the Elementary School.
14. Assign faculty, other designated person or personally supervise student activities
15. Oversee and intervene as necessary in the academic progress of students. Work with faculty and social worker on the implementation of accommodations for students in need. Communicate with parents on status of student progress.
16. Responsible for the safety and security of all Lake Michigan Catholic School students while on premises (fire, tornado and lockdown drills and legal reporting of same).
17. With the Middle-High Principal, make determinations relating to weather related closings and delays & communicate to families and press.
18. Responsible for the Basic Responsibilities for School Administrators in Diocesan Catholic Schools provided by the Diocese of Kalamazoo.
19. Direct and supervise student conduct, grooming and appearance and oversee discipline system for the Elementary School.
20. Working with the attendance secretary, act accordingly on issues related to tardiness and absenteeism infractions.
21. Communicate the school's disciplinary policy and guidelines to faculty, students and parents and assist in the interpretation of it.
22. Keep accurate and up to date discipline records of students on the student management system.
23. Provide written follow-up to parents relating to consequences of infractions that involve eligibility and suspension of privileges.



24. In consultation with the President, suspend students and meet with their parents accordingly.
25. Investigate and resolve disciplinary incidents and provide corrective interventions in a positive and Catholic manner.
26. Refer students to the counselor or social worker as necessary.
27. Close the loop by keeping the faculty informed on disciplinary issues within the school that may affect them.
28. Keep President informed on serious disciplinary matters.
29. Hear appeals to detentions and eligibility issues and in extreme cases revoke the consequence after consultation with the teacher.
30. Coordinate after student detention and ensure it is staffed and those students assigned are present.
31. Coordinate and/or supervise student arrival and dismissal to ensure the safety and wellbeing of our students.
32. Monitor hallways as necessary and be visible in the building on all floors.
33. Attend, coordinate and supervise student assemblies, masses or any event that involves the majority of the student body.
34. Serve as the administrative representative at school events as needed.
35. Provide for supervision of extracurricular events.
36. Performs other duties as assigned.

**ACCOUNTABILITIES:**

Under the general supervision of the President, directly supervise assigned support staff and supervision of faculty in order to build and maintain a high quality Catholic educational environment. The Elementary Principal collaborates with the CCEC.

**JOB SPECIFICATIONS:**

Master's degree required. Three to five years of administrative and/or teaching experience required; Catholic school experience preferred. Interpersonal, management and leadership skills required. Excellent communication skills required. Administrative certificate preferred.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk and sit.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

**SALARY:** Commensurate with experience.

**Interested Applicants are asked to submit a cover letter and resume to:**

**LMC Elementary Principal Search Committee  
Attn: John Berlin, President  
915 Pleasant Street  
Saint Joseph, MI 49085**

**Or Email applications to:**

**[jberlin@lmclakers.org](mailto:jberlin@lmclakers.org)**