



ST. MONICA CATHOLIC HIGH SCHOOL

Principal Position Description

Summary

St. Monica Catholic High School is a coeducational, parish high school that provides a college preparatory curriculum for students of diverse abilities, cultures, and faiths. Founded in 1937, the school is located in Santa Monica on the Westside of Los Angeles, a few blocks from the Pacific Ocean. The current enrollment of its talented and spirited student body is 580, with 55 qualified and dedicated faculty and staff. Typically, 99% of seniors are accepted to and attend a college or university.

The principal is the chief educational leader of the school and is responsible for leadership in the school's educational programs in accord with the school's Catholic identity, philosophy, and vision. The principal provides primary supervision for the school's academic, co-curricular, and student support program and is charged with the responsibility for the day to day administration of the school. The principal passionately fosters the academic and spiritual growth of students, and supports faculty and parents in collaboration with other leaders of St. Monica parish and schools. The principal works with the president, pastor, and other community leaders in promoting the school philosophy and mission and developing a corresponding school climate. The principal reports directly to the president.

Qualifications

Applicants should:

- be a knowledgeable and practicing Catholic with a thorough understanding of and commitment to the Catholic philosophy of education;
- have received a MA/MS degree in School Administration or another related area;
- hold a California Secondary Teaching Credential;
- have completed three years of successful administrative experience at the secondary level in Catholic schools;
- demonstrate a passion for students, faculty, and parents;
- exhibit excellent communication skills;
- demonstrate collaborative leadership ability.

Responsibilities

- implements a statement of philosophy and ESLR's that is periodically reviewed and evaluated by the various constituencies of the school community and approved by the Department of Catholic Schools at the time of accreditation;
- establishes an organizational structure through which working relationships and lines of authority and responsibility for the administration of the school are clearly defined;
- provides student personnel services;
- coordinates the development, implementation and evaluation of a curricular program to provide quality education which meets the needs of the students;
- provides a co-curricular program that enhances the religious, cultural and recreational dimensions of the entire school and which serves the needs and interests of the students;
- supervises and evaluates teachers and staff;
- recruits and maintains competent professional and classified staff and provides development programs which encourage their spiritual and professional growth;
- maintains the school plant and physical facilities with the support of the president and in accord with archdiocesan and parish policies;
- implements parish and archdiocesan policies;
- manages departmental funds and procedures for budgeting;
- maintains and safeguards financial, personnel and student records;
- supports the president by participating in public relations/marketing initiatives which enhance the image of the school in the local community, promotes cooperation with local parishes and community groups, and assists in the recruitment of students;
- collaborates with pastor, president, elementary school principal, and other parish and school leaders in the development and administration of the school as a "parish" high school;
- supervises on-going self-evaluation processes prescribed by the WCEA/WASC accreditation programs;
- supports the president's office in promoting and participating in fund-raising activities and development programs;
- provides leadership to the admissions process in partnership with the president's office;
- works closely with the president and the Schools Advisory Board on ensuring the overall and ongoing success of the school through planning and development.