



ROMAN CATHOLIC DIOCESE OF BOISE

Job Description

Office: St. Nicholas Catholic School
Position Title: Principal-Minister
FLSA Designation: Full-time, Exempt, Ministerial
Reports to: Pastor

POSITION SUMMARY

Under the direction of the pastor, the school principal-minister is responsible for supporting the Catholic Church, the Diocese of Boise and the Office of Catholic Schools in its mission to evangelize, catechize, and educate youth in a Catholic School environment. This position performs all administrative duties including implementing Catholic Mission, Identity, and Faith providing leadership of the school, implementing rigorous academic programs in our Catholic School setting, ensuring school safety and the operational vitality of the school.

CONTRACT DAYS

Minimum of 210 days

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Models respect for the legitimate authority of the Bishop of the Diocese of Boise.
- Maintains a constructive and beneficial relationship with the Office of Catholic Schools consistent with diocesan policy pertaining to the recognition of Catholic schools by the Local Ordinary.
- Articulates a clear mission and vision for the school, consistent with its Catholic identity, and engages the school community to ensure a school culture that embodies the mission and vision.
- Serves as a spiritual leader of faculty, staff and students directing the development and continuous improvement of Catholic identity and faith formation using school wide evidence to plan for continued and sustained growth in these areas.
- Meets diocesan requirements for academic and catechetical preparation and certification.
- Provides an infrastructure of programs and services that ensures the operational vitality of the school and upholds the dignity of the whole child:
 - PK-8th grade – Works in collaboration with Pastor and Advisory Board.
 - High Schools – Works in collaboration with President and Governing Board.
- Works effectively with all staff members to establish and support networks of collaboration at all levels within the school community to advance excellence.
- Creates, implements and monitors a school safety plan.
- Takes responsibility for the development and oversight of personnel, including recruitment/hiring, professional growth, faith formation, and formal assessment

of faculty and staff in compliance with diocesan policies. Assist, advise and evaluate certified and classified staff.

- Directs the development and continuous improvement of curriculum and instruction and utilizes school wide data to plan for continued and sustained academic excellence and growth.
- Assumes responsibility for building leadership capacity and creating shared leadership within the faculty to ensure the long-term sustainability of the school's mission and vision.
- Maintains confidentiality of information.
- Performs other duties as assigned by the pastor.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be a practicing Roman Catholic who actively participates in the sacramental pastoral life of the Church.
- Conducts themselves in a manner in keeping with the moral teachings and practices of the Roman Catholic Church.
- Serves as a minister of the Roman Catholic Church in the transmission of the Catholic faith to the school community.
- Excellent communication skills including written, verbal, public speaking, and presentation skills; must have excellent communication skills with children and adults.
- Be available for evening and weekend work as necessary.
- Possess technological skills including word processing and the use of school related technology.

QUALIFICATIONS:

Education and Experience

- Bachelor's degree from an accredited institution.
- Previous school administration experience preferred.
- Possess State of Idaho Administrative Certification or have equivalent, documented leadership experience, as consistent with Charter School Law.
- Diocesan catechetical certification or working toward.

Essential Physical Abilities/Working Conditions

- Ability to perform essential duties without endangering self or other employees.
- Motor skills needed for equipment operation and general office/school duties.
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to move or traverse in an office environment for an extended period of time, operate office equipment, to reach, stoop, bend, and stretch in filing materials, lift up to 25 pounds, and work in a general office/school environment.
- Detects objects to identify proximity, depth and/or color and ability to comprehend and/or perform duties prescribed.
- Converse with others to express oneself and/or exchange information.

Additional Qualifications

- Bi-lingual (English/Spanish) preferred.