

**Principal
Job Description
Gesu Catholic School**

Position Title: Principal

Salary: Negotiable, based on experience and credentials

Status: Exempt, full time

Position Start Date: July 1, 2023

To apply: Please send resume and cover letter to Mr. James Hart, Director of Operations, at hart.j@gesudetroit.org

Job Summary

The Principal at Gesu Catholic School is an administration-level position reporting to the Pastor of Gesu Parish. The incumbent is responsible for moving the school toward fulfillment of its mission of becoming a preeminent elementary school in the city of Detroit by serving as leader of the school. To this end, the Principal manages all aspects of the school's academic offering as well as (in conjunction with other organizational staff) its operations, finance, plant and personnel.

Requirements

- Hold a valid Michigan school administrator's certificate (or equivalent).
- Hold a master's degree or higher from an approved program in Educational Administration offered by an institute of higher education.
- Be a practicing Catholic in good standing with the Catholic Church.
- Have at least three years of successful teaching experience at the elementary level or other equivalent experience.
- Have two to three years of successful experience in elementary school administration.
- Understand the pedagogy of and be committed to Catholic elementary education, especially in an inner-city environment that honors diversity among its stakeholders.
- Hold catechist formation certification as directed by the Department of Evangelization, Catechesis and Schools. (Certification from another diocese can also be reviewed.)
- Exhibit leadership skills in effective problem solving, human relations, interpersonal communication skills, fiscal responsibility, data collection, as well as bringing staff, students and community together to fulfill our mission.
- Demonstrate knowledge of technology, including e-mail, Internet, Microsoft Office, and the ability to learn and utilize Archdiocesan software.
- Be physically capable of performing the duties of the position (reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

Responsibilities (including, but not limited to)

- Creating a learning/working environment that promotes innovation and creativity in both students and staff.
- Planning and implementing a program of ongoing faith formation for faculty and staff.
- Assessing and evaluating teacher/staff performance and knowledge.
- Overseeing and participating in the design, implementation, evaluation, adaptation and improvement of curriculum and student activities in conjunction with the educational goals of the school.
- Developing relationships with community stakeholders; establishing and maintaining productive communication with parents, students and staff.
- Promoting a dynamic as well as safe learning environment for staff and students.
- Administering the effective use of human, material and financial resources.
- Recruiting, hiring, supervising and retaining qualified staff that demonstrate a sense of mission for the school and for Catholic elementary education.
- Recruiting and retaining students and families that exhibit a commitment to our program.

- Undertaking marketing and publicity efforts on behalf of the school.
- Managing the relationship with as well as the initiatives of the School Board.
- Preparing reports as may be required for the Pastor, for appropriate personnel at the Archdiocesan Office of Catholic Schools as well as required MANS, NCEA, state and federal reports.
- In conjunction with other organizational staff, managing all financial functions of the school, including budgeting, collections/receivables, payables and effective collaboration with the Archdiocese on enterprise-wide financial and budgeting issues.
- Managing the financial-aid process, including taking responsibility for decisions related to the allocation of financial-aid funds to families.
- In conjunction with other organizational staff, managing fundraising initiatives, including establishing such initiatives with the School Advisory Council, Board of Regents, Gesu Parents' Organization, or other internal and external entities.
- Fostering a culture of diversity by creating a learning environment conducive to all members of the community, regardless of individual differences.
- Overseeing professional development for teachers and staff.
- Overseeing and supporting behavioral management and appropriate discipline for students.
- Continually creating and refining school policies and procedures and ensuring that all community members follow these policies and procedures as appropriate.
- Continually monitoring, assessing and refining the educational offering.
- In conjunction with the operations manager for the parish and school, directing and overseeing all school operations.
- Facilitating all school communications so that all stakeholders receive communications in a timely, professional manner.
- Continually managing resources in the most cost-efficient and productive ways possible.
- Directing the use of technology in the curriculum as well as in school operations.
- Setting product pricing that will allow the school to maximize revenues while at the same time providing products that are priced competitively in the marketplace.
- Managing the school's FACTS system (the Archdiocesan system for managing tuition billing and collection).
- Managing food service—especially pertaining to managing contracts as well as reporting that the school must make to vendors and governmental agencies.
- Managing relationships with outside vendors.
- Managing the cleaning operation of the school in order to ensure that the school and its grounds are always clean and presentable.
- Managing standardized testing, including its administration and data reporting to stakeholders (as appropriate).
- Managing and continuously improving the school's offering of extracurricular activities as well as its After School Program.
- Overseeing event planning and leading efforts to ensure all school events are staged professionally, presentably and are beneficial for the school.
- Managing the implementation of practices and policies for ensuring that all employees and volunteers are fully compliant with Archdiocesan and school standards for interaction with children.
- Working with various school/parish committees and/or boards in order to ensure that all related activities are conducted with the strategic vision of the school/parish in mind.
- In conjunction with the operations director for the parish and school, managing the capital assets of the school (such as building and grounds) in such a way as to ensure these assets are in line to contribute to the school's strategic growth.
- Leading the effort to redefine the school's mission as necessary, and promoting that mission to all stakeholders.