



AURORA CENTRAL CATHOLIC HIGH SCHOOL

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Aurora Central Catholic was established by the Diocese of Rockford in 1968. It was formed with the merger of Madonna High School and Roncalli High School. Originally, Aurora Central Catholic operated two campuses – the campuses of Madonna and Roncalli High Schools – on the east side of Aurora, Illinois. A beautiful new campus, located on the west side of Aurora, was opened to meet the needs of a growing student population.

The legacy of Catholic educational excellence at Aurora Central Catholic High School began in 1926 at Madonna High School - an institution designed to educate young women. In 1962, the legacy of Catholic education expanded with the opening of Roncalli High School to educate young men.

In 1968, Madonna and Roncalli were merged by the Diocese of Rockford to form a regional Catholic co-educational school - Aurora Central Catholic High School.

For nearly 25 years, as the metropolitan area grew, students shuttled between two campuses and athletic facilities. In 1995, Bishop O'Neill's dream of building a new facility to better meet the needs of the next generation of students was realized with the opening of a new campus.

Today, more than ninety years after the first students entered the doors, our school community continues to be shaped by the same vision that inspired the opening of Madonna High School. "Aurora Central Catholic High School exists to provide a Christ-centered education for young men and women, preparing them to adapt and contribute to the Church and our ever-changing world."

The commitment to continuous improvement takes root in the vision and philosophy of our school, and bears lasting fruit in the positive impact Aurora Central Catholic graduates make in their communities, families and careers.

JOB DESCRIPTION: SUPERINTENDENT/PRINCIPAL

Role Description: The essential role of the Catholic high school superintendent/principal is to provide leadership and vision for the development of an active faith and academic community that provides for the nurturing and complete growth of the students entrusted to their care. This role is best accomplished in collaboration with the staff and by the organization and administration of school resources to achieve this school's established goals.

Areas of responsibility include:

faith community
school philosophy
policy/procedures
personal/professional development
curriculum and instruction
general administrative responsibilities

student services
public relations
marketing/development
personnel
finance
physical plant/health & safety

FAITH COMMUNITY: Continues to foster the faith-filled school community.

1. assumes leadership in the faith formation of staff and students
2. ensures that basic teachings of our faith are taught
3. provides prayer/liturgical experiences for staff and students
4. encourages and develops a spirit of Christian service
5. articulates and facilitates conflict resolution

SCHOOL PHILOSOPHY: Articulates and implements the Catholic philosophy of the school.

1. initiates periodic philosophy review
2. ensures that programs and activities of the school reflect the school philosophy
3. communicates the philosophy and goals of the school

POLICY: Ensures implementation of diocesan and local policies and procedures.

1. provides leadership and service to the council of administration
2. informs the council of administration and staff about diocesan and local policies
3. prepares necessary background information and recommends needed local policies to the council of administration

PERSONNEL: Responsible for the supervision and growth of personnel.

1. follows diocesan policies and procedures in the employment and termination of personnel
2. follows diocesan policies, regulations, and guidelines in training and certification of catechists
3. formulates and communicates the philosophy and objectives of the school
4. implements ongoing, systematic, and cooperative evaluations of staff personnel according to diocesan and local procedures
5. encourages professional development for all staff

CURRICULUM AND INSTRUCTION: Provides effective instructional leadership of programs that reflect the school's unique Catholic character.

1. initiates and develops strategies for data-driven curriculum planning
2. articulates and implements instructional goals and objectives
3. provides materials and resources to meet the various needs and talents of students
4. establishes and maintains an orderly school environment that promotes learning through student self-discipline consistent with Gospel values and principles
5. directs, supervises, and assesses the instructional program
6. provides for staff development

STUDENT SERVICES: Establishes student policies and procedures.

1. arranges systematic procedures for the continued assessment and reporting of student progress
2. manages enrollment and attendance policies and procedures
3. publishes academic and behavior expectations of students
4. provides for student health, welfare, and safety on school property
5. develops and coordinates the co-curricular programs sponsored by the school

PUBLIC RELATIONS: Establishes, promotes, and nurtures an atmosphere of goodwill and rapport with the school's various publics.

1. communicates the unique Catholic character, values, and accomplishments of the school
2. promotes a spirit of cooperation among parents, students, and staff

3. provides vehicles of communication
4. assesses internal and external school community climates

PERSONAL/PROFESSIONAL DEVELOPMENT: Pursues growth opportunities.

1. grows spiritually through prayer and shared faith experiences
2. continues to advance professionally through reading, seminars, conferences, and further study
3. participates in principals' meetings, institutes, and other diocesan programs

FINANCE: Exercises fiscal responsibility.

1. prepares, implements, and monitors the school budget
2. provides for a system of internal accounting
3. administers school purchasing
4. gives periodic budget reports to the council of administration

PHYSICAL PLANT: Supervises the custodial care and maintenance of the physical plant.

1. assures the implementation of fire, tornado, and health and safety codes
2. assures standards of cleanliness, ventilation, and safety
3. coordinates the use of the physical plant, its needs, and the correction of unsatisfactory conditions

GENERAL ADMINISTRATIVE RESPONSIBILITIES: Responsible for the day-to-day operation of the high school and functions as the area superintendent providing support to the deanery elementary schools.

Click [HERE](#) to apply on The Diocese of Rockford Frontline Application page.