



# ST. JEROME PARISH

*Catholic Church and School | Oconomowoc, Wisconsin*

## **St. Jerome Parish School Principal**

St. Jerome Parish School in Oconomowoc, Wisconsin is looking for a principal who will work closely with the Pastor to grow the Catholic culture of the school and lead staff, students, and families deeper into the richness of the Catholic faith and union with God, by the formation of the intellect and will. Vision for the education and formation of our students is rooted in *The Holy See's Teaching on Catholic Schools*, as overseen by Archbishop J. Michael, Miller, CSB, Secretary of the Congregation for Catholic Education, as well as the traditional methods of instruction in Catholic Liberal Education.

### **Position Overview:**

The principal serves as the educational and administrative leader of the school, under the support and leadership of the Pastor, and is in charge of the policies and procedures of the school, in collaboration with the Archdiocese of Milwaukee. The principal is responsible for maintaining an environment that fosters growth in Catholic faith and life. In collaboration with the Pastor, the Principal is responsible for curriculum, instructional leadership, hiring and supervision of teaching staff and faculty, student life, discipline, and parent related communications.

### **Specific Duties and Responsibilities:**

#### **Upholding Primary Mission**

- Responsible for maintaining the mission of Catholic schools and ensuring fidelity to the Magisterium.
- Exhibits leadership of the school with joy, professionalism, and Christ-like service to parents, students, and staff.
- Manages, evaluates, and supervises the policies and procedures of the school, in union with parish procedures and policies, in order to carry out the philosophy, mission, values and goals of the parish school.
- Ensures an orderly environment that encourages high standards and student responsibility and creates a high morale among staff and students.
- Supervises the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis.
- Manages and oversees the development and implementation of curriculum, where necessary, including the selection of instructional materials and equipment, approving all recommendations.
- Supervises in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of Catholic education.



# ST. JEROME PARISH

*Catholic Church and School | Oconomowoc, Wisconsin*

## **Communication and Rapport**

- Maintains visibility with students, teachers, parents, and leadership committees of the parish and school. Attends required meetings and school sponsored events.
- Establishes a professional and respectful rapport with students and staff. Displays the highest ethical and professional behavior and standards when working with students, parents, and parish and school personnel.
- Communicates continuously and effectively with parents, seeking their support and creating a cooperative relationship. Exhibit proactivity in meeting with parents on any academic or disciplinary issues.
- Completes all records, reports, and grading in a timely manner.
- Supervises procedures for identifying needs of students including academic, health-related, physical, emotional, and spiritual needs.
- Protects record confidentiality and information gained as part of exercising professional duties and uses discretion in sharing such information with legal confines.
- Prepares ongoing communication with faculty and weekly family newsletter.

## **Administration**

- Demonstrates strong leadership skills inspiring and forming a team of educators to develop a positive joyful culture in exercising duties and responsibilities.
- Utilize teacher staff meetings to identify organizational needs and to train and form staff in the experience of classical, liberal education, ensuring that the culture radiates the mission throughout the environment.
- Establish an environment focused on spiritual and academic growth with beauty, truth and goodness.
- Maintains procedures for all discipline policies and safe storing and integrity of all public and confidential school records. Ensure that student records are complete, current, and accurate.
- Establishes schedules and procedures for the supervision of students in non-classroom areas.
- Meets regularly with the Pastor to communicate issues pertaining to the school.
- Prepares annual calendar to include holidays, staff meetings, other social activities, and annual class schedule and teaching assignments for each calendar year in conjunction with the parish calendar.
- Provides teacher classroom observations and regular feedback. Prepares annual teacher evaluations.
- Assess needs for ongoing formation of teachers and organize and execute training and ongoing feedback.
- Supervises and delegates assignments to administrative personnel as appropriate.



# ST. JEROME PARISH

*Catholic Church and School | Oconomowoc, Wisconsin*

- Supervises and maintains the appropriate accreditation approvals necessary within the Archdiocese of Milwaukee.

## **Specific Qualifications:**

1. Must be a faithful practicing Catholic in good standing with the Church.
2. Strong leadership skills and human formation, particularly in communication.
3. Perseverance and patience in renewing a culture, under the full support of the Pastor.
4. Familiarity with, and appreciation of, Catholic Liberal Education curriculum and method of instruction.
5. Familiarity with, and appreciation of, Catechesis of the Good Shepherd preferred.
6. Master's Degree preferred but not required.

Salary is competitive and commensurate with experience.

Application: Send cover letter and resume to [jgibson@stjerome.org](mailto:jgibson@stjerome.org)