

# **Unified Catholic Schools of the Pikes Peak Region**

## **Principal Performance Competencies**



### **PERFORMANCE AREAS**

- 1.00 PROVIDING CATHOLIC EDUCATIONAL LEADERSHIP**
- 2.00 PROVIDING STUDENT SERVICES**
- 3.00 PLANNING AND IMPLEMENTING INSTRUCTION**
- 4.00 ADMINISTRATING SCHOOL PROGRAMS**
- 5.00 MANAGING THE SCHOOL PLANT**
- 6.00 INTERACTING WITH COLLEAGUES**
- 7.00 DEVELOPING AND MANAGING THE SCHOOL BUDGET**
- 8.00 INTERACTING WITH COMMUNITY MEMBERS**
- 9.00 DEVELOPING PERSONAL SKILLS**

## **1.00 PROVIDING CATHOLIC EDUCATIONAL LEADERSHIP**

The chief role of the principal of a Catholic school is Catholic educational leadership. The principal acts as educational leader of the school providing opportunities for Catholic growth and a role model for staff and students.

- 1.01 The principal works closely with the faculty and the pastor/superintendent to achieve a climate and program that fosters Catholic growth and formation within the total school community, particularly through the guidelines of The National Catechetical Directory and the Mission Statement of the Catholic Schools of the Diocese of Colorado Springs.
- 1.02 The principal will respect the spiritual values of Catholic education and will aid students and faculty in their Catholic formation by exemplifying the characteristics of Catholic living.
- 1.03 The principal will teach and act in accordance with the doctrine and moral teaching of the Catholic Church.
- 1.04 The principal will involve the faculty in a program for the implementation of Catholic principles in daily life throughout the total curriculum.
- 1.05 The elementary principal will support the idea that the school is for all in the parish, promoting the religious education of all students, even those attending public schools.
- 1.06 The principal will provide opportunities for liturgical and para-liturgical celebrations for the school community.
- 1.07 The principal activates Catholic concern for life, truth and justice.
- 1.08 The principal will ensure the participation of religion teachers in the certification process through ongoing religious education formation opportunities.

## **2.00 PROVIDING STUDENT SERVICES**

The principal demonstrates empathy in relations with students by genuinely considering the feelings, value systems, interests, abilities, needs and achievements of the individual student.

- 2.01 The principal determines/implements procedures for diagnosis and assessment of student needs and appropriate classroom placement.
- 2.02 The principal assists personnel in evaluating, selecting and acquiring appropriate assessment instruments.
- 2.03 The principal assists school personnel in interpreting assessment data with implications for individual educational plans.
- 2.04 The principal involves teachers, counselors and other personnel in determining procedures based on interpretation of assessment data.
- 2.05 The principal assists the student in analyzing her/his conduct and accepting responsibility for her/his actions.
- 2.06 The principal assists the teacher, counselor and guidance personnel in establishing opportunities for the student to develop self-evaluation skills for understanding himself/herself, his/her strengths and his/her limitations.
- 2.07 The principal assists the teacher in understanding student problems.
- 2.08 The principal assigns students to appropriate classroom arrangements, taking into consideration individual student needs.
- 2.09 The principal establishes guides for proper student conduct and maintaining student discipline.
- 2.10 The principal supervises the maintenance of the building so that the health, safety and well-being of the students and staff are not endangered.
- 2.11 The principal ensures appropriate and harmonious relations between teachers and families by developing a program of ongoing communication.
- 2.12 The principal ensures suitable articulation both within the school (vertical and horizontal) and from school to school.

### **3.00 PLANNING AND IMPLEMENTING INSTRUCTION**

The principal assumes responsibility for developing, implementing and coordinating all aspects of the instructional program.

- 3.01 The principal assumes responsibility for the formulation of school goals and objectives as the basis for guiding the instructional programs.
- 3.02 The principal articulates and interprets goals and objectives for the staff and the local school board committee.
- 3.03 The principal involves the staff in the identification, evaluation and selection of appropriate equipment and materials, within budget allocations, to implement the instructional goals and objectives.
- 3.04 The principal ensures the implementation of the curriculum directives of the Diocese and the Diocesan adopted textbooks.
- 3.05 The principal assists the teacher in improving techniques of diagnosis, grouping and evaluating students.
- 3.06 The principal assists the teacher in identifying and solving instructional problems created by student behavior.
- 3.07 The principal assists the teacher in implementing appropriate strategies for effective teaching and classroom management.
- 3.08 The principal maintains a regular schedule of classroom observation and follow-up conferences for the improvement of instruction.
- 3.09 The principal supervises and evaluates all certified and non-certified personnel.
- 3.10 The principal actively participates in ongoing Diocesan endeavors, i.e., curriculum development, textbook adoption and special programs.

#### **4.00 ADMINISTRATING SCHOOL PROGRAMS**

The principal coordinates supporting activities and services to accomplish the goals and objectives of the total school program.

- 4.01 The principal assumes the responsibility of ensuring that staff members are aware of and adhere to local and Diocesan policies.
- 4.02 The principal prepares and maintains accurate and complete records as required by administrative regulation, Diocesan policy and other governing agencies.
- 4.03 The principal coordinates all special programs and services available in the school with the regular program of instruction.
- 4.04 The principal assumes the responsibility for supervision of all extra-curricular activities such as athletics, clubs, service organizations, etc.
- 4.05 The principal oversees the school lunch program and staff to establish and maintain satisfactory service and nutrition, where such services exist.
- 4.06 The principal keeps the superintendent and the pastor informed of events and activities of an unusual nature as well as routine matters, as necessary.
- 4.07 The principal oversees all programs and organizations in the school such as federal, local or state funded programs, and the Home and School Association.
- 4.08 The principal will perform such duties as prescribed by the Diocesan Office of the Unified Catholic Schools of the Pikes Peak Region.

## **5.00 MANAGING THE SCHOOL PLANT**

The principal coordinates supporting activities and services to accomplish the goals and objectives of the instructional program.

- 5.01 The principal maintains a physical environment in the school which is conducive to maximum learning opportunities for students within the limits of available resources.
- 5.02 The principal assumes responsibility for the utilization and operation of the school facility for school-related activities.
- 5.03 The principal oversees inventory needs and reports of maintenance needs.
- 5.04 The principal supervises custodial services and security.
- 5.05 The principal assumes responsibility for exercising all reasonable necessary precautions to safeguard materials, equipment and facilities.

## **6.00 INTERACTING WITH COLLEAGUES**

The principal demonstrates empathy in relations with staff by genuinely considering the feelings, value system, interests and concerns of the individual staff member.

- 6.01 The principal conducts staff meetings to keep members informed of policy changes and new programs.
- 6.02 The principal assists the staff in planning and implementing programs for effective utilization of aides and volunteer personnel.
- 6.03 The principal will hire, have periodic evaluations with, and when necessary, dismiss teachers and staff in accordance with the due process system.
- 6.04 The principal defines job expectations for each position as stated in the Diocesan teacher competencies.
- 6.05 The principal collects, organizes, analyzes and interprets data concerning the performance of teachers.
- 6.06 The principal involves the staff in planning, decision-making and implementation with regard to the instructional program.
- 6.07 The principal cooperates with the staff in analyzing personnel conflicts and developing approaches toward their resolution.
- 6.08 The principal provides opportunities for professional and personal growth through local and Diocesan in-service.

## **7.00 DEVELOPING AND MANAGING THE SCHOOL BUDGET**

The principal assumes the responsibility for all aspects of the local school budget in accordance with Diocesan policies and guidelines.

- 7.01 The principal assumes responsibility for the handling of all monies coming into the school.
- 7.02 The principal prepares and submits the school budget for approval according to designated guidelines and allocations.
- 7.03 The principal prepares, develops and maintains the necessary fiscal records and reports in accordance with Diocesan policies and procedures.
- 7.04 The principal allocates financial resources to facilitate the accomplishment of instructional goals.



## **8.00 INTERACTING WITH COMMUNITY MEMBERS**

The principal establishes positive relationships with parents of students and community members by showing genuine concern for the feelings, value system and interests of each student and his/her family.

- 8.01 The principal fosters understanding of and support for the school program and its objectives.
- 8.02 The principal helps maintain public relations and communications for the benefit of the school.
- 8.03 The principal utilizes community resources in enhancing the total school program.

## **9.00 DEVELOPING PERSONAL SKILLS**

The principal assumes responsibility for acquiring the knowledge, skills and attitudes necessary for fulfilling his/her duties.

- 9.01 The principal demonstrates personal leadership skills characterized by good judgment, logical thinking, creativity and imagination.
- 9.02 The principal demonstrates enthusiasm for acquiring new skills in exploring the results of educational research which may influence teaching and the curriculum.
- 9.03 The principal assumes personal responsibility for participating in available staff development activities which are designed to enhance the skills of personnel in this job classification.
- 9.04 The principal assumes leadership in personal, staff and school evaluation.