



LA SALLE HIGH SCHOOL

LASALLIAN EDUCATION

Transforming Lives Since 1680

Position Title: Principal

The Principal of La Salle High School leads the educational vision and direction of the school. He/she is responsible for providing and coordinating personnel and resources to create, implement, and evaluate sound educational programming consistent with the standards of the Archdiocese of Cincinnati and the mission of La Salle High School.

The Principal oversees the development and delivery of curriculum, student services, guidance, and athletics. In conjunction with the President, the Principal upholds the quality of the school's Catholic identity to ensure that it authentically reflects the teachings of the Church. He/she also serves as the Chief Operating Officer of the school in the absence of the President. He/she represents the school to various groups in the community, including the Archdiocese of Cincinnati, Office of Catholic Schools, parents, and alumni as requested by the President.

Primary Duties and Responsibilities:

- Provides leadership, oversight, and accountability for the academic and religious programming at La Salle.
- In collaboration with the Campus Ministry Department, maintains a strong religious instructional program, frequent opportunities for religious worship and prayer, and engaging service programs for students.
- Directs and supervises La Salle's instructional programming with the support of La Salle's Assistant Principal and Instructional Leadership Team.
- Directs and supervises all contracted support staff.
- Oversees the Student Support Services programming and related personnel.
- Provides direct oversight of La Salle's counseling department to ensure that all students receive high-quality college and career readiness programming.
- Oversees all extra-curricular and co-curricular activities to ensure vibrant opportunities for students that are reflective of the school's Catholic identity and mission.
- In conjunction with the Athletic Director, oversees and supervises all La Salle athletic programming.
- With the Band Director, oversees the quality of music programming and the Pride of La Salle Marching Band.
- Provides oversight for La Salle's Drama program in conjunction with La Salle's Director of Drama.
- Monitors instructional programming to determine effectiveness as it relates to student learning and assists in the development of instructional improvement as needed.
- Possesses thorough knowledge of concepts and principles of curriculum design and development, high-quality instructional delivery and effective assessment practices.
- Has a thorough understanding of the needs of diverse learners and knowledge of innovative instructional practices and strategies that personalize learning and address these unique needs.
- Works collaboratively with key internal stakeholders to establish a vision for instructional technology, data collection, utilization and assessment alignment. Supports the implementation of instructional technology initiatives.
- Establishes procedures for implementing new instructional programs or changes in current instructional programs. Researches, plans, and organizes new curricula, programs and achievement with the support of teachers and other educational personnel.
- Determines strengths and needs of the curriculum and instructional program through assessment of student outcomes as measured by standardized testing, competency-based and state administered testing programs.
- Performs regular evaluation of teachers and other personnel as assigned, including classroom observations and teacher development.



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- Monitors the school's technology plan to ensure that instruction utilizes the best possible information technology.
- Oversees the OCSAA accreditation process, including re-accreditation, monitoring of goals, and filing of necessary OCSAA reports.
- Oversees and supervises all CISE-related programming.
- Nurtures, encourages, and monitors the ongoing professional development of all staff.
- Maintains an atmosphere of respect and good conduct throughout the body of students, parents, and volunteers.
- Communicates the values, needs, efforts, and accomplishments of the school with supporters and surrounding community.
- Monitors, revises, and clearly communicates the school's policies.
- With the Director of Finance, provides oversight of the school's financial planning as it relates to instruction and campus ministry, including fundraising, development, and budgeting.
- Provides oversight for the proper functioning of the school's physical facility. Monitors the school's facilities plan. Ensures that all facilities are safe and compliant with relevant laws and policies.
- Nurtures a well-developed recruitment plan for new students. Ensures that this plan is compliant with applicable Archdiocesan and state policies.
- Maintains positive communications with students, parents, alumni, donors, and other stakeholders to maximize support for the school.
- Reports regularly to the La Salle Board of Limited Jurisdiction relative to progress, policies, and operations.
- Meets regularly with the La Salle Parent Council.
- Regularly conducts faculty meetings and other meetings as required.
- Attends Archdiocesan Principals' Meetings and other meetings required by the Archdiocese.
- Other duties as assigned by the President.

Reports To: The President of La Salle High School

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The role of Principal requires the following skills and experience to assure effectiveness in the position: Must be a practicing Catholic with a personal faith commitment; Minimum of Master's degree in Education; Prior experience in leading efforts in an educational setting; Demonstrated strong public relations skills, including verbal and written communication skills; Ability to work collaboratively; Ability to work in a complex organizational setting; Proficiency in communication technologies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment

May, 2023



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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Payroll Policy: Salary Exempt

Employees of La Salle High School will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of La Salle High School. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of La Salle High School or the United States Conference of Catholic Bishops with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Employee Signature _____ Date _____