



**DIOCESE OF BIRMINGHAM IN ALABAMA**

**Saint Ann Catholic School**

**Annunciation of the Lord Parish**

**DESCRIPTION OF POSITION:**

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| <b>Position Title</b>  | <i>Principal</i>                                    |
| <b>Position Status</b> | <i>Exempt, Full-time Regular, Benefits Eligible</i> |

**Description of Parish and School:**

Founded in 1955, Saint Ann Catholic School was established to provide a quality Catholic education for the children of families in Morgan County Alabama. Surrounded by city streets, the School and Parish relocated in 2003, from Johnston Street to our new state of the art facility located at 3910 Spring Avenue, Decatur, Alabama, alongside Annunciation of the Lord Parish. Situated on 34 spacious acres, Saint Ann has been built with growth in mind and ample space to expand upon its mission. Saint Ann offers a classical liberal arts curriculum and recently completed development of a strategic plan for the school to guide its growth.

**Position Summary:**

The principal is responsible for ensuring that the principles of the Catholic faith are taught at his or her school. He or she leads the educational ministry at the school. The principal must support and expand the implementation of the school's classical liberal arts curriculum. The goal of the principal is to ensure that the teachers at his or her school prepare and challenge students and families as disciples of Jesus through integral education rooted in Catholic heritage and Gospel values. The principal is to provide students with opportunities to develop moral and spiritual values based on the teachings of Jesus, ethical standards of conduct and basic personal integrity. The whole foundation of the Catholic school is to be like Jesus Christ. The school and the principal aim to provide a Christian perspective of a life centered on Jesus Christ, ensuring that students are Boldly Catholic, Academically Excellent, and Rooted in Truth.

**Essential Duties and Responsibilities:**

**Ministerial Capacity:**

- Agree to fulfill the duties, responsibilities and services to the best of his or her ability in accordance with the Catholic philosophy of the school.
- Comply with the rules and regulations of the Diocese, the Canons of the Catholic Church, and the Doctrine of the Catholic Church.
- Serves as a model of his or her Catholic faith.
- Ensures that teachers incorporate religious examples, symbols and values into their lessons.
- Support and exemplify by his or her conduct Catholic Doctrine and morality. He or she must be consistent in expression and example, with the teachings and practices of the Catholic faith and shall not advocate, encourage or counsel beliefs or practices contrary to the Catholic faith.
- Serve as a Catholic role model for other adults, youth and children.
- Make sure that classrooms incorporate objects of the Catholic faith into the learning environment.
- Ensure that the school maintains its Catholic identity.
- Attend meetings and retreats where he or she will focus on the mission and goals of the school, social teachings of the Church doctrine and his or her ministry within the Church.
- Provide for and oversee the faith formation of the faculty, students, and parents.
- Ensure that the teachers include the Church's teachings within the content/subject matter and in their students' interactions with each other.

**Educational Capacity:**

- Lead and support the growth and development of the school's classical liberal arts curriculum
- Supervise teachers at various times and at various functions. Conduct periodic informal classroom visits as well as formal classroom observations and annual evaluations.
- Review teacher lesson and unit plans on a regular basis and provide feedback.
- Provide for the professional development of all staff.
- Evaluate non-teaching staff annually.
- Ensure that all volunteers as well as paid faculty and staff are in compliance with state criminal background checks and Youth Protection training.
- Oversee the assessment of the students' progress through informal and formal forms of evaluation and assessment.
- Prepare and submit required forms in a timely manner.
- Keep the school advisory board and the pastor current on school activities as well as on problems.
- Handle student discipline issues involving parents, students, and teachers. Follow procedures outlined in the parent/student and faculty handbooks. Consult the pastor and superintendent in serious disciplinary infractions.
- Creates a culture of continuous improvement through collaborative goal-setting and continuous improvement plans
- Leads and complies with accreditation processes

**Operational Capacity:**

- Work with the pastor, local school board, and parish finance council in the preparation of the annual school budget. The budget should include teacher and support salaries and benefits, educational programs, and capital improvement projects
- Responsible overseeing and approval of all daily financial matters (purchasing, payroll, etc.)
- Participate in the recruitment and selection of qualified personnel
- Implement Diocesan and local school policies
- Oversee the school's facility and maintenance needs

**Community Relations Capacity:**

- Maintains open communication with all stakeholders
- Communicates with parents proactively and in a timely fashion regarding school initiatives and events as well as individual communications
- Promotes the school program within the larger community
- Lead and facilitate implementation of the school's strategic plan
- Guide school fundraising efforts
- Build and implement enrollment and retention management plans
- Engage the Decatur community in the life of the school

**Required Knowledge, Skills, and Abilities:**

- A practicing Catholic who is able to fully participate in the Sacraments of the Church.
- Demonstrates a willingness to participate in faith formation opportunities for continued growth and spiritual formation as part of the position.
- Possesses a Master's degree or certification that qualifies him or her to be a principal.
- Has the ability to work with faculty, staff and parents and the desire to help them grow and mature in their lives and Christian faith.
- Has sufficient health and stamina to meet the demands of the position.
- Maintains the certification required of a principal through the completion of courses.
- Has an understanding of child/adolescent growth and development

Addendum to Principal Job Description from the Diocese of Birmingham in Alabama to address the Classical Education Model at St. Ann Catholic School in Decatur, AL

St. Ann Catholic School's vision is to offer a classical education to all of its students. As such, the Principal of St. Ann Catholic School should, in addition to Diocesan job responsibilities, possess:

1. The ability to clearly articulate the vision of a classical education.
2. The ability to explain the value of classical education to parents, teachers, and community members to elicit enthusiastic support.
3. The ability to develop and implement elements of the classical education model.
4. An understanding of the need to integrate all elements of classical education rather than compartmentalization.
5. The ability to inspire, lead, and encourage teachers to teach in a new way.
6. Experience with teaching or administering in a classical education environment (preferred).

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| <b>Qualification Requirements:</b> |
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1. Experience with teaching or administering in a classical education environment (preferred).
2. *To perform this job successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily.*
3. *The requirements listed above are representative of the knowledge, skill, and/or ability required. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.*

*Duties and responsibilities are subject to change as the needs and requirements of the position change, as determined by the Pastor/President, in consultation with the diocesan Superintendent of Schools.*

***SIGNATURES***

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

PASTOR/PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**Interested applicants are asked to email a completed [Application for Employment](#), along with their resume and cover letter to Fr. Charles Merrill at [parish@annunlord.com](mailto:parish@annunlord.com).**