

# Headmaster/Principal Job Descriptions

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## HEADMASTER

Appointed by the Board of Trustees with the following responsibilities:

### I. General

- A. Is the Chief Executive Officer of the school with ultimate authority for decisions affecting the overall organization and operation of the school.
- B. Articulates the Roman Catholic Church's educational ministry for the school and the publics it serves.
- C. Articulates the school's philosophy, goals, and objectives to the various publics in harmony with the mission and ministry of the Xaverian Brothers' Sponsored Schools and the directives of the Board of Trustees.
- D. Is the official spokesperson for, and representative of the school to the public, professional and community groups, and all sectors of the school community.
- E. Has primary responsibility for the development of planning processes for the future of the school, consistent with the vision and directives of the Board of Trustees.

### II. Spiritual

- A. Provides personal leadership and direction for the religious character of the school and the spiritual formation of the students, faculty, parents and greater school community along with the Principal.

### III. Governance

- A. Is responsible for implementing the policy decisions of the Board of Trustees.
- B. Develops programs of Board formation and faculty education in the vision of Xaverian Brothers' Sponsored Schools.
- C. Is a member of the Board of Trustees and serves as the key administrative liaison to the Board and its Committees.
- D. Is responsible for the preparation, presentation and implementation of annual operating plans and budgets, consistent with the school's mission.

### IV. Administrative

- A. Is responsible for communications between the school and the Board of Trustees, the Diocese, the state, the city, the various accrediting agencies, parents, alumni, and the local Catholic community.
- B. Is responsible for the school's fulfillment of legal and legitimate mandatory regulations from the Xaverian Brothers, archdiocesan, state, city, and accrediting agencies.
- C. Works with the Principal and other administrators in the overall management of the school, particularly regarding the implementation of the mission statement of

Xaverian Brothers' Sponsored Schools and the school philosophy in its many practical areas, i.e., academic, athletic, student/faculty relations, extracurricular activities, and the professional growth and development of the faculty.

- D. Is responsible for submitting a plan of organization of the staff and others involved with the school to the Board of Trustees.
- E. Is responsible for the institutional fund development program, and is proactively involved in the formation of the Advancement Office's annual goals, objectives and fund development efforts.
- F. Has general responsibility for, and gives direction to the school's public relations, marketing and student recruitment strategies.
- G. Oversees the development and maintenance operation of the school plant.
- H. Delegates to the Plant Manager the authority to supervise, evaluate, hire, and fire all maintenance and custodial workers.
- 1. Delegates to the Plant Manager the power to authorize all purchases of maintenance and custodial supplies and equipment within the limits of the annual operating budget.
- J. In consultation with the Plant Manager, identifies major replacement/repair needs for study and action by the Board.
- K. In consultation with the School Chief Financial Officer, prepares and oversees the annual budget for academic programs.
- L. Carries out the Board policy regarding the collection of tuition, the administration of the Student Aid Fund and fund raising done by school organizations.

## **PRINCIPAL**

Appointed by the Headmaster with the following responsibilities:

### **I. General**

The Principal oversees the total educational program of the school and is accountable in this office to the Headmaster.

### **II. Spiritual**

- A. Assures that annual programs for faculty and staff that deal with the Catholic, Xaverian nature of the school are planned, implemented, and evaluated in consultation with the Headmaster.
- B. Assures that programs are maintained for the personal and religious development of students.
- C. Provides teachers with a clear vision and understanding of the religious dimension of the school.

### **III. Administrative**

- A. Appoints Assistant Principals in consultation with the Headmaster, defines their roles, assists in their professional growth, evaluates them and involves them in decisions affecting school policy and operations.
- B. Through a process of consultation, appoints academic chairpersons for terms deemed appropriate.
- C. Provides for the professional development of academic chairpersons.
- D. With the administration, reviews teacher performance with the chairperson and the effectiveness of each department's curriculum.

- E. With the Chief Financial Officer and department chairperson, ascertains departmental needs in establishing budgets.
- F. In consultation with assistants, evaluates the performance of department heads.
- G. Assures that the needed support system for teachers is maintained.
- H. With the administration, oversees a just process of evaluation and supervision.
- I. Hires new teachers, assigns duties and makes decisions regarding contract renewal
- J. With the Admissions personnel, sets policies and procedures on acceptance and admits candidates.
- K. Makes sure students policies are in place.
- L. Establishes periodic review of school regulations.
- M. Oversees curriculum development and course scheduling.
- N. Is ultimately responsible for overseeing that instruction is consistent with the philosophy of the school.
- O. In concert with assistants, sets and publishes the annual calendar