

**7-8-10**

**Current Employment Opportunity:**

**Saint Raphael Academy is seeking applicants for the position of principal for the 2010 - 2011 academic year. A detailed job description follows.**

**Job Title:** Principal

**Department:** Administration

**Job Classification:** Fulltime, 12 month, full benefits

**Reports To:** Superintendent of Schools

**Primary Function:** The Principal directly is responsible for the day to day operation of the school and all its programs including educational and athletic. The Principal also works in collaboration with the Vice President of Operations to help oversee all institutional and operational programs of the school.

**Supervises:** Faculty, Assistant Principal, Guidance Director, Athletic Director, Pastoral Services Director, Library Director, Administrative Assistant

**Specific Duties and Responsibilities:**

Among the duties of the Principal are the following but not limited to:

- Articulates the school philosophy and its Lasallian mission.
- Develops the life of the school as a Catholic, Christian community and a Lasallian sponsored institution according to the vision and goals of the De La Salle Christian Brothers.
- Serves as a member of the School Board
- Represents Saint Raphael Academy in its dealings with other schools and agencies Serves as official spokesperson for the school
- Serves as school representative in legal matters
- Helps in preparing the annual operating budget
- Assumes final responsibility for the selection, assignment, evaluation and dismissal of all faculty and coaches.
- Assumes final responsibility for the selection and dismissal of all students
- Serves as a member of the Admissions committee
- Coordinates and publishes the student program of studies for all grades and has final approval on any course/curriculum change
- Gives final approval for any course/level change for all students
- Supervises and evaluates faculty through walk through observations and/or formal classroom evaluations.

- Maintains accurate student records
- Prepares Administrators Plus, GradeQuick and Edline for the beginning and end of the school year
- Manages the Edline page and monitors faculty compliance with stated Edline usage and updates
- Responsible for the creation of the Master Schedule of Classes
- Supervises the grading system of the school and has final say on any changes to current academic policies
- Administers the federal grant programs
- Promotes and encourages faculty and staff development
- Evaluates and approves all faculty requests for professional development days and absences
- Responsible for planning and scheduling faculty meetings and professional development days
- Responsible for preparing the official school calendar and report card/progress report calendar
- Chairs the Academic Council
- Meets with Safety Net members to address faculty concerns
- Responsible for all graduation awards and events
- Supervises all interscholastic athletics in accordance with RIIIL regulations
- Is responsible for the health and safety of all students
- Is responsible for the completion of all reports required of the school
- Consults with parents of students making poor academic progress
- Assists in resolution of academic conflicts between teacher/student, student/teacher, parent/teacher
- Assist the Assistant Principal in disciplinary matters when needed
- Performs other duties as needed

**Applicants must be a practicing Catholic (pastoral reference required) and possess a Masters degree. Experience in secondary school administration is preferred but not essential.**

**To apply, please send a letter of intent and resume to:**

[wmeyer@dioceseofprovidence.org](mailto:wmeyer@dioceseofprovidence.org)

**or**

**Principal Search - SRA  
c/o Office of Human Resources  
One Cathedral Square  
Providence, RI 02903**