



Bishop Chatard High School

Principal

The Principal advances the mission of Bishop Chatard High School through educational advancement, on-going improvement of the teaching-learning process, student services, campus ministry, and co-curricular programs and activities. The Principal is responsible to the President for the day-to-day administration of the school's operation and assumes the duties and responsibilities of President in his/her absence. The principal reports directly to, and is supervised and evaluated by the President.

The Principal:

- directs the incorporation of the mission and Catholic identity into the teaching-learning process, student service, campus ministry, and co-curricular programs and activities;
- in conjunction with the Theology and Ministry Departments, plans, schedules and develops those programs and activities which advance the faith formation and expression, liturgies, prayer services retreats and service projects of faculty, staff, and students;
- in cooperation with the Vice Principal of Academics, oversees the implementation of the school's Catholic Educator Advancement Program (CEAP) which provides the framework for a comprehensive program of faculty formation, goal setting, assessments and compensation;
- in cooperation with the Vice Principal of Academics, ensures the recruitment, selection and orientation of faculty and appropriate staff who meet the highest level of professional standards and commitment to the mission of the school;
- in cooperation with the Vice Principal of Academics and the Vice Principal of School Operations, plans, schedules and directs in-service programs which promote the personal, spiritual, and professional development of faculty and staff;

- meets regularly with the President to keep him/her informed of school activities, needs and concerns;
- organizes and supervises the duties and responsibilities of appropriate administrators, and conducts their annual performance appraisal;
- hires, supervises, evaluates, and terminates (in consultation with the President) appropriate administrators, faculty, and staff;
- prepares the Faculty/Staff Manual for approval by the President and conducts the yearly review and orientation of the Manual with faculty and staff;
- appoints department chairpersons, moderators, and coaches upon recommendation of the immediate supervisor or administrator;
- ensures the completion and filing of all state, federal, and archdiocesan reports;
- monitors the application of the school disciplinary and attendance policies and makes the final decision regarding the extended suspension or dismissal of a student from the school;
- in conjunction with administrators, faculty and students reviews those policies, programs and activities which affect the quality of life (curriculum, campus ministry, discipline, attendance, co-curricular activities) and directs processes for change;
- annually reviews and updates the Student and Parent Manual/Planner and directs student orientation of the manual at the beginning of each school year;
- develops the annual school calendar for approval by the President; supervises regular school communications and the scheduling of school activities;
- plans and implements an annual assembly program to address student needs and/or concerns;
- assists the school communications program by providing the Executive Director of Marketing and Communications with a regular flow of information on student or faculty achievements and accomplishments for dissemination to the Bishop Chatard school community and the broader community as needed;
- assists in the admissions promotion and development efforts of the school by encouraging faculty-staff participation and promoting these efforts among the students.
- Meets regularly with the principals of the North Deanery parish schools to promote unity in mission among all North Deanery schools