

**Principal**  
**Lehman Catholic High School**  
**POSITION SUMMARY**



The Principal at Lehman Catholic is the chief operating officer of the school and responsible for directing the planning, delivery, assessment, and ongoing improvement of the school program. In this role, the Principal, along with the President, is called to be a minister of grace who proclaims the Gospel message and promotes the school's purpose, mission, vision, and culture.

**SKILLS AND QUALIFICATIONS**

- 3 to 5 years of experience as a school Principal or equivalent position in an academic institution.
- Authentic excitement about sharing the Catholic Christian faith and ability to build school spirit.
- Demonstrates a desire to innovate, including a willingness to forge new paths and test possibilities.
- Ability to cultivate and work in a positive team environment.
- Ability to manage projects and lead groups to positive outcomes.
- Seeks out current and emerging technologies and tests for classroom use.
- Holds valid State of Ohio education license/certificate appropriate for the position, and verification on all state and Archdiocese child protection mandates.
- Strong practicing Catholic who lives and witnesses to the faith.

**DUTIES AND RESPONSIBILITIES**

Culture and Strategy

- Works with the President and leadership team to develop, prioritize, and execute strategic initiatives.
- Engages with the community to build a positive network and advance the image of Lehman Catholic among stakeholders, alumni, parents, and students.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends.
- Promotes enthusiasm, teamwork, and a safe, efficient, and effective work/learning environment. Helps resolve problems, and advances the change process.
- Serves as the head instructional leader and member of the school leadership team.
- Administers the board-approved budget for assigned areas of responsibility.

Academic

- Articulates a clear philosophy and shared vision of learning. Encourages program innovation. Administers the instructional program. Promotes academic excellence. Manages the selection of instructional materials and equipment.
- Upholds board policies and follows administrative guidelines and procedures.
- Participates in staff selection and orientation processes. Maintains high expectations and provides support to improve staff performance.
- Implements personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning.

- Oversees student academic and testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning academic performance.
- Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.

#### Student Life

- Directs student life activities; shares administrative oversight duties for athletics and extra-curricular activities with leadership team.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Encourages parent organizations and supports school-sponsored activities.

#### Administrative

- Oversees the evaluation and revision of emergency preparedness/crisis management plans. Administers threat reporting, assessment, and response procedures.
- Develops a master schedule and school calendar (e.g., courses, auxiliary services, student activities, etc.), and coordinates program assessment processes.
- Oversees the revision and distribution of student/parent and teacher handbooks.
- Directs enrollment, state scholarships (e.g., Jon Peterson, EdChoice), and registration activities.
- Monitors and oversees all education and Archdiocese laws, rules, and regulations (ex: licensure, child protection).
- Performs all other specific job-related duties as directed by President.

### **PERFORMANCE STANDARDS AND ANNUAL REVIEW**

The success of the Principal will be measured against the following performance standards:

- Effectiveness in consistently demonstrating and promoting Lehman's cultural values.
- Effectiveness in implementing academic goals identified in the strategic plan.
- Effectiveness in maintaining alignment of the school's faculty with regards to the school's strategic initiatives.

The Principal will undergo an annual review as facilitated by the President. This plan will be used to evaluate the effectiveness of this position in meeting established annual goals.

**SUPERVISION RECEIVED:** Works under the direction of the President.

**SUPERVISION EXERCISED:** Supervises and evaluates assigned staff. Assumes responsibilities for the results of duties delegated to staff.

Send resume and cover letter to: [employment@lehmancatholic.com](mailto:employment@lehmancatholic.com) by no later than Friday, March 26, 2021. Only digital applications accepted.