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**2022-2023 School Year**

**Job Posting**

**Position:** Norwalk Catholic Elementary Principal

**Job ID:** 258

**Job Objective:** To serve as Principal/Minster for Norwalk Catholic Elementary

**General Summary:**  The principal fulfills the mission of Norwalk Catholic by serving as the spiritual, educational, and managerial leader of the school. The principal is charged with the implementation of the philosophy, mission, objectives, and the overall management of Norwalk Catholic Elementary. The principal is responsible for the professional effectiveness of the staff, the educational progress of the students, as well as the relationship within the entire school community. The principal will provide educational leadership on the local level and to direct and enable the school community to realize the threefold purpose of Catholic Education: to teach the message revealed by God which the Church proclaims, to build community in the life of the Holy Spirit, and to serve the human community.

**Essential Job Functions:**

* Practicing Catholic in full communion with the Church
* Develops a school climate reflecting Catholic identity
* Holds and maintains required Ohio State Department of Education credentials
* Successfully pass the required background checks and all requirements of the Toledo Diocese VIRTUS program prior to employment; maintain a satisfactory background check throughout employment
* Demonstrate the ability to advance Norwalk Catholic’s goals and objectives through program improvements based on evaluated data and evidence-based best practices
* Ensure the implementation of a comprehensive curriculum through the use of a variety of pedagogical strategies
* Analyze, organize, and present complex information in an easy-to-understand format
* Supervise instruction and evaluate the overall effectiveness of the academic program
* Oversee ongoing orientation and staff development in both educational and faith development
* Display flexibility, reliability, self-discipline, and a willingness to take on challenging tasks
* Identify and effect change for school improvement and makes recommendations
* Embody high ethical standards/integrity; accept responsibility for personal decisions/conduct
* Communicate effectively with students, parents, and peers and professionals
* Supervise elementary school expenditures
* Maintain current and accurate records according to diocesan and school policy
* Maintain a work schedule that maximizes availability to the school, students, and staff

 Apply by completing the Employment Application at: [www.norwalkcatholic.org/employment](http://www.norwalkcatholic.org/employment)

**Application Deadline: Until Filled**