



**Diocese of Birmingham in Alabama  
St. John the Baptist Catholic School  
Madison, Alabama**

Position Title    Principal  
Start Date        July 1, 2025

**Position Summary:**

The principal is responsible for the leadership and operation of the school, which is the educational ministry of St. John the Baptist Catholic Parish. The role of the principal is to ensure that the faculty/staff at the school welcome and form students as disciples of Jesus through education rooted in Gospel values and Catholic heritage. The principal is to create an environment in which students grow in the love of Christ while also affording them an opportunity for an excellent education. The St. John's principal will be committed to its mission of **"...Catholic formation and academic excellence, preparing students to be productive citizens and faith-filled servants of God."**

**Essential Duties and Responsibilities:**

Catholic Identity

- Agree to fulfill the duties, responsibilities, and services to the best of his/her ability in accordance with the Catholic vision/mission of the school.
- Comply with the rules and regulations of the Diocese, the Canons of the Catholic Church and appropriate civil authorities.
- Serve as a model of his/her Catholic faith within the parish community.
- Ensure the school maintains Catholic identity.
- Adhere to expectations of professional and spiritual growth from the diocese and parish.
- Ensure that the Catholic faith is integral to all aspects of the school environment.

Instructional Leader

- Serves as the curriculum and instructional leader.
- Provide professional development to all faculty/staff by creating a culture of continuous improvement.
- Ensure all paid employees and volunteers are in compliance with safety training requirements.
- Oversee the assessment of students' progress through formal and informal means.
- Handle all matters related to discipline by following established procedures.
- Lead and comply with the accreditation process.
- Interface with pastor and advisory council on a regular basis.
- Implement and ensure compliance with Diocesan and local school policies.

Personnel/Finance

- Evaluate faculty/staff annually.
- Work with pastor and school finance council to prepare annual budget.
- Oversee and approve all daily operations and financial matters (purchasing, payroll,

tuition, donations, etc.

- Lead the recruitment and selection of qualified personnel for all school employment.

#### Community Relations Capacity

- Maintain open communication with all stakeholders (parents, parish, etc.)
- Communicate proactively with parents.
- Promote the school program within the larger community including managing social media presence.

#### Enrollment & Advancement

- Collaborates with Pastor and School Advisory Council in advancement as well as supporting initiatives aimed at increasing enrollment and retention.
- Manage all aspects of institutional growth.

### **Required Knowledge, Skills and Abilities**

Successful job performance includes all essential duties and responsibilities listed above as well as

- Being a practicing Catholic in good standing; committed to Catholic education.
- Holds and maintains necessary credentials and experience to qualify as a principal in the Diocese of Birmingham and the State of Alabama
- Strong motivational and instructional leader, time management, collaborative, organizational, oral and written communication skills; decision making, conflict prevention and resolution skills.
- Has the ability to lead school employees in the spiritual and educational mission.

### **Job Conditions/Physical Demands**

- While performing this job, employee is required to sit, stand, stoop, walk, talk, hear, reach and perform repetitive motions of fingers, hands and wrists.
- Work is performed in an office setting with periods of high stress.
- Employee is required to do extensive close computer work.
- May be called upon to perform work/attend meetings at times other than noted above, when necessary, which may require some travel.

### **Application Requirements:**

To apply, submit the following documents in one packet to [kathleen.lavallee@stjohnb.com](mailto:kathleen.lavallee@stjohnb.com).

1. Letter of Interest
2. Resume
3. Alabama Certification or Evidence of eligibility
4. 3 professional references (name, relationship to applicant, email, phone number)