

JOB DESCRIPTIONS - ADMINISTRATORS

The administrator shall be provided with a job description.

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The job description for the administrator has several purposes. It is used:

1. In recruiting a new administrator.
2. In clarifying the lines of accountability.
3. In giving direction to the administrator's job.
4. As a basis for supervision and evaluation of the administrator.

The job description is approved by the pastor/ pastors' board. There can be some parts of the job description which are negotiated and some which are non-negotiable. The various parts of a job description are described below.

Position Title: This indicates the official title of the administrator.

Qualification Requisites: Diocesan qualifications include:

1. Catholic faith, professed and practicing
2. Master's degree
3. Illinois teaching and administrative licensure
- 4 . Approval of the Superintendent of Schools

If the pastor/ pastors' board has defined further qualifications, they should also be listed in this section of the job description.

Lines of Accountability: This section states to whom the administrator is accountable and who is accountable to the administrator. The administrator of a single parish school is directly accountable to the pastor. In high schools and regional/interparish elementary schools, the direct accountability is to the Superintendent of Schools. The administrator is accountable to the pastor or pastors' board for the implementation of approved policies. The administrator is accountable to the Superintendent of Schools for the implementation of diocesan policy and administrative regulations.

This section also states who reports to the administrator. This includes all teachers, teacher aides, volunteers, and para-professionals. Non-instructional staff are listed if they are directly responsible to the administrator.

Performance Responsibilities: There are nine non-negotiable areas for which every administrator in the Catholic Diocese of Peoria is responsible. All administrators are required to fulfill these responsibilities. They are listed on the job description as General Functions.

1. Faith Development - The administrator provides faith leadership for staff, students, and members of the school community.
2. Policy Development and Implementation - The administrator is responsible for implementing diocesan educational policy, implementing and developing local school policy and following applicable government regulations.
3. Commission/Board Leadership - The administrator takes an active role in the functioning of the educational commission/board by:
 - a. cooperating with the officers in planning and conducting regular and special meetings
 - b. providing leadership and direction
 - c. promoting the faith life and growth of the members.
4. Organization and Administration - The administrator is responsible for the organization and administration of the school, especially in the areas of finance, physical plant, school files, and staff/student records.
5. Personnel Management - The administrator recruits, interviews, and recommends all applicants for hiring, and provides in-services and supervises and provides evaluations for all instructional and non-instructional members of the school staff.
6. Instructional Program and Extra-Curricular Activities – The administrator supervises the instructional program and extra-curricular activities of the school.
7. Communication and Public Relations - The administrator communicates effectively with the various publics connected with the school.
8. Personal, Religious and Professional Development - The administrator strives to grow personally, professionally, and spiritually through an annual program of professional and faith development.
9. Other Local Responsibilities - The administrator performs other tasks and undertakes other responsibilities as necessary to provide quality education in the school.

Other areas of responsibility may be negotiated locally. It is a local responsibility to determine the specific tasks under each of these General Functions. Local needs and input from the administrator determine the specific tasks at any given time in the local situation.

Duration: This is a simple statement of the dates the job description is in effect.

Evaluation Process: This is a statement regarding the administrator's evaluation according to diocesan policy and administrative regulations.