



HIGH SCHOOL JOB DESCRIPTIONS

Official Job Descriptions are marked “ADLA DCS” with the date of issue
Some are already in the online handbook while others are not
January 7, 2014 Edition

I. OFFICIAL JOB DESCRIPTIONS

A. High School President – ADLA DCS Interim Edition – 2.7.12

Job Description

The President is appointed by and directly reports to the Superintendent. The President is the chief administrator of the school in collaboration with the Principal and bears responsibility for the school’s operation and policies, concentrating primarily on its Catholicity, vision, mission and philosophy, finances, development and fund-raising efforts, care of the physical facilities, marketing, public information and maintenance of positive relations with pastors, parents, other schools, and the civic community. The President is primarily responsible for ensuring sufficient resources, sound fiscal management and the long-term financial stability of the school through direct oversight of the business operations, advancement/fundraising/development, marketing, alumni, community relations, student recruitment and enrollment management activities. The President is the primary liaison to the school’s Consultative Board.

Minimum Qualifications

- Knowledgeable and practicing Catholic in good standing with the Church
- Thorough understanding of Catholic school philosophy
- Commitment to modeling the values of Catholic educational leadership
- Master’s Degree in Educational Leadership or Administration or Organizational Management or related field
- Five years of successful administrative experience in a school or related management experience

Preferred Qualifications (in addition to the minimum qualifications listed above)

- California Teaching Credential (Single Subject)
- Master’s Degree in Educational Leadership
- PhD or EdD
- More than five years of successful administrative experience in a Catholic high school
- Proven success in enrollment management, marketing and fundraising in an educational environment

Desirable Leadership Characteristics

- Ability to effectively represent the school and the Church
- Ability to lead and engage others in long-term planning
- Strong, inspirational leader capable of working collaboratively with all constituencies to plan, implement and lead change effectively. Strong

interpersonal, motivational and team-building skills—ability to work with all stakeholders and the external community.

- Passionate and committed to the education of young people and the needs of a diverse school community
- Success at marketing and recruitment, management, budgeting and finance, administration, fundraising and communications
- Able to make sound business decisions and demonstrate good judgment
- Excellent listening, written and verbal communication and presentation skills
- Intellectual, organizational, and managerial skills
- Attitudes characterized by creativity, initiative, and optimism
- Innovative and facilitative
- A person of integrity, honest, inclusive and of excellent character

Roles, Responsibilities, Tasks

Spiritual

The spiritual section in the list of Roles, Responsibilities and Tasks belongs to the President if the President is a priest or Religious although the first duty applies to both the President and Principal. The Superintendent may assign the spiritual section to a lay President or to a lay Principal.

- 1.* Act as the spiritual leader of the school in collaboration with the Principal and serve as a model of a practicing Catholic for all members of the school community. This includes daily prayer, Sunday Mass, regular Confession, and living a life in conformity with the Commandments, Beatitudes, and Precepts of the Church.
2. In collaboration with the Principal, ensure that the school community is in conformity with WCEA and archdiocesan Catholic identity standards and ensure that all faculty members attend annual faith formation days and meet annual ongoing faculty faith formation requirements.
- 3.* Act as the delegate of the Archbishop in the Church's ministry of Christian teaching.
- 4.* Provide for the maintenance of the chapel in accordance with the norms of Canon Law and provide daily Mass for the school community if a priest is a member of the faculty.
- 5.* In collaboration with the Principal, appoint a Campus Minister/Christian Service Director to coordinate programs for the spiritual formation of faculty and students. Collaborate with the Principal in developing campus ministry programs to advance the spiritual life of students and staff. These programs include monthly school wide Masses, faculty in-services, annual retreats, Christian service activities, prayer experiences, Vocation awareness and the regular celebration of the Sacrament of Penance.
- 6.* In collaboration with the Principal, appoint the chairperson and teachers of the Religion Department [after receiving approval from the Department of Catholic Schools (DCS) Religion Supervisor] and ensure that the Religion Department offers a comprehensive four year program of instruction in authentic Catholic teaching based on the Catechism of the Catholic Church and the curriculum established by the United States Conference of Catholic Bishops (USCCB) and mandated in the Archdiocese of Los Angeles (ADLA).

School Vision, Mission, Philosophy

1. Ensure that the statement of vision, mission and philosophy reflects the Catholic, academic, social, and co-curricular goals of the school. Ensure that the school manifests

- and deepens its Catholic identity. Interpret and implement the school's vision, mission and philosophy in a manner which is consistent with Catholic practice and spirituality.
- 2.* In collaboration with the Principal, direct the process by which the school arrives at its statements of vision, mission, philosophy and ESLR's and implements the process by which they are periodically reviewed and evaluated.
 - 3.* Ensure that all constituencies of the school community have roles in the process of formulating the statements.
 - 4.* Secure the approval of the vision, mission and philosophy by the Superintendent.
 5. Uphold and model a moral code which is consistent with the teachings of the Roman Catholic Church and the school's vision, mission and philosophy.

Development

1. Meet or exceed annual fundraising goal as set by the Superintendent. Ensure that the Development Office reflects the mission of school and that it meets annual fundraising goals and functions smoothly.
2. With the Development Director, the President is the primary person involved in the ethical cultivation of major donors. Responsible for the solicitation of grants and donations from foundations, trusts, organizations, benefactors, parents, alumni, past parents, individuals and the public at large.
3. With the Development Director, oversee the establishment and support of the endowment/pious trust, annual giving, planned giving, deferred giving, sponsor-a-student program, capital improvements and the other major fund raising activities conducted by the Development Office.
- 4.* Oversee and implement all DCS guidelines respective to the operation of marketing, development and fundraising programs appropriate to the financial needs of the school. Work with the Principal, Development Director, Consultative Board and support organizations in the preparation and implementation of a comprehensive development plan for the school.
5. Appoint and directly supervise the Development Office staff.
6. Coordinate with the Alumni Director the activities of the Alumni Association.

Enrollment, Marketing and Community Outreach

- 1.* Ensure that enrollment has increased, meets or exceeds target set by the Superintendent.
2. Set and approve the overall enrollment management plan and program including student recruitment and retention.
3. Collaborate with the Principal in the admissions process of incoming students.
4. Appoint and supervise the marketing and admissions staff.
- 5.* Review and evaluate efforts of the school marketing team and bi-annual marketing and public relations strategic plan as defined in the DCS Marketing and Public Relations Policy in order to ensure that the strategic plan enhances the image of the school in the local community, promotes cooperation with local parishes, parish schools and community groups and assists in the recruitment of students.
6. Seek to develop an understanding of the religious, demographic, and socio-economic composition of the County as it impacts upon the school and its future.
7. Along with the Archdiocesan Director of Media Relations, serve as the Chief Public Relations Officer and spokesperson for the school and ensure appropriate communication with various audiences and media.

- 8.* Provide for the development and communication to the public of information designed to highlight the school's programs and accomplishments. Coordinate the general public's view of the school through advertising, newsletters, correspondence, website, personal appearances and the media. Approve the annual report, all school publications, merchandising, branding, school website, and all school and departmental fundraising.
- 9.* In conjunction with the Principal, maintain good working relations with archdiocesan authorities and with other Catholic, private and public schools.
- 10.* Promote and maintain open channels of communication on matters of mutual concern with local cities and public school districts.
- 11.* Represent the school at a variety of public and social gatherings.
12. Complete any other duties as assigned by the Superintendent and submit an annual self-evaluation to the Superintendent.

School Operations and Policies

1. Ensure the implementation of the strategic plans and other plans as recommended by the Consultative Board.
2. Ensure that archdiocesan policies related to the President's duties are followed by the school.
3. In collaboration with the Principal, establish an organizational structure through which working relationships and lines of authority and responsibility for the operation of the school are clearly defined.
4. In collaboration with the Principal, establish and maintain effective channels of communication among administrators, staff, students and parents for the purpose of developing, implementing and evaluating school regulations, policies and procedures.
5. Participate in the search/hiring process for the Principal in consultation with and at the discretion of the Superintendent.
6. Maintain a consultative, collaborative relationship with the Principal. Meet with weekly and support, and communicate regularly with the Principal on an individual basis.
7. Secure resources to enable the Principal to provide an academic program which meets the standards established by the Archdiocese of Los Angeles, the State and the University of California.
8. In collaboration with the Regional Supervisor and the Principal, appoint and renew contracts of the Vice Principal and Assistant Principal.
9. Appoint, supervise and renew contracts of the Marketing Director (after interview with and approval of DCS), Development Director, Alumni Director, Alumni Associate, Business Manager/Bookkeeper (after interview with and approval of DCS Finance Supervisor), other Business Office staff, Plant Administrator, and Executive Assistant to the President.
10. Provide input to the Principal regarding the publication of the faculty, student/parent and classified staff handbooks.

Finance and Physical Facilities

- 1.* With input from the Consultative Board, take responsibility for the sound fiscal operation and management of the school according to the norms and regulations established by the Archdiocese.

- 2.* In collaboration with the Principal, plan the budget strategically based on the needs of the school's programs and philosophy and prepare and send a detailed annual budget to the Superintendent for approval.
- 3.* Implement the provisions of the budget on a daily basis and authorize all expenditures to be incurred by the school.
- 4.* Authorize and approve a detailed monthly report of income and expenditures which is forwarded to the DCS.
- 5.* Coordinate the compilation of the financial reports required by the Internal Revenue Service and other state and federal agencies.
- 6.* Supervise and monitor the general bookkeeping procedures of the school.
- 7.* Maintain and safeguard financial, personnel and student records.
8. Along with the DCS Finance Supervisor, appoint and supervise the Business Manager/Bookkeeper. Work closely with the Consultative Board's Finance Committee in financial planning, responsible stewardship and appropriate reporting of information about school finances to constituencies.
9. Review monthly bank and investment statements, open and review all bank correspondence, oversee all financial activity, and review all cash inflow. Review all cash transactions and closely monitor use of school credit card.
10. Oversee investments and payroll; ensure that archdiocesan policies related to employment and business practices are followed.
11. In collaboration with the Principal, develop and direct the student tuition assistance program.
12. In accord with archdiocesan procedures, approve capital expenditures and projects and expenditures from the endowment/pious trust.
13. With the Principal [and Plant Administrator], ensure that a proper program for maintenance and improvement in the school's facilities is conducted and that adequate resources are available. Develop a five year plan for the development and maintenance of all buildings and facilities and submit for DCS approval.
14. With the Principal [and Plant Administrator], follow the archdiocesan procedures for any major construction on campus, including permits, insurance, proper plans and City approvals.
15. Provide for the maintenance of health and safety standards throughout the plant.
16. Provide for campus landscaping and beautification.

Administration and Human Resources

1. Meet with administrative leaders at least twice monthly.
2. Oversee annual updates of employee contracts for the Campus Minister, Marketing Director, Development Director, Alumni Director, Business Manager/Bookkeeper, Plant Administrator, and Executive Assistant to the President.
3. Sign all contracts for outside construction services after receiving approval from the Archdiocesan Construction Office.

Consultative Board

- 1.* Serve as administrative officer and ex-officio member of the Consultative Board and its executive committee and report to the Consultative Board regularly. Serve as liaison between the school community and the Consultative Board.

2. In consultation with the DCS, appoint the members of the Consultative Board and provide for the orientation and preparation of all nominated members of the Consultative Board prior to their service. Ensure that pre-service and in-service training is provided on mission and responsibilities.
3. Collaborate with the Consultative Board Chair to cultivate membership, develop agendas, appropriate reports and materials for Consultative Board meetings, and facilitate reporting on progress of Consultative Board committees.
4. Actively seek the advice, counsel, and support of the Consultative Board in the following areas:
 - Mission Enhancement
 - Strategic Planning and Policy Development
 - Institutional Advancement/Development/Securing and Managing Resources
 - Financial Planning and Financial Management
 - Increasing Enrollment
 - Communication, Public Relations and Community Outreach
 - Evaluation of policies, plans, mission effectiveness, and Board self-evaluation
5. Collaborate with the Principal and the Consultative Board in the preparation, implementation, maintenance and annual review of both short and long-range strategic plans.
6. Keep the Board informed of all significant happenings of the school including important financial or legal information.

** Designates Roles, Responsibilities and Tasks from the current Principal’s job description that belong to a Principal when a high school does not have a President. The Superintendent may assign other sections of this job description to the Principal at his or her discretion.*

B. High School Principal - ADLA DCS – 7.25.09

The Principal is the *chief administrator of the school and serves as its spiritual and educational leader. The Principal is responsible for exercising independent judgment in the implementation of a broad array of programs and functions. These responsibilities encompass the areas of spiritual development, realization of the school’s philosophy, curriculum, co-curricular activities, fiscal policies, discipline, personnel practices, school plant, and marketing and community relations. In fulfilling this role, the Principal is directly responsible to the Superintendent. The specific responsibilities are as follows:

Minimum Qualifications:

- Knowledgeable and practicing Catholic
- Thorough understanding of Catholic school philosophy
- Commitment to modeling the values of Catholic educational leadership
- Master’s Degree in Educational Administration or related field
- OR California Administrative Services Credential
- Three years of successful administrative experience in a school

Preferred Qualifications (in addition to the minimum qualifications listed above):

- California Teaching Credential (Single Subject)

- Master’s Degree in Educational Administration
- Five years of successful administrative experience in a Catholic high school

Desirable Leadership Characteristics:

- Ability to effectively represent the school and the Church
- Experience in instructional leadership, curriculum development, teacher supervision, and effective instruction
- Success at marketing, recruitment, and fiscal management
- Ability to lead and engage others in long-term planning
- Collaborative leadership style with good interpersonal and team-building skills
- Intellectual, organizational, and managerial skills
- Oral and written communication and motivational skills
- Knowledge and application of instructional technology
- Attitudes characterized by creativity, initiative, and optimism

Spiritual

1. Act as the spiritual leader of the school and serves as a model of a practicing Catholic for all members of the school community. This includes daily prayer, Sunday Mass, regular Confession, and living a life in conformity with the Commandments, Beatitudes, and Precepts of the Church.
2. Ensure that the school community works toward certification in archdiocesan Catholic identity standards, receives principal’s Catholic identity certification through DCS faith formation retreats and ensure that all faculty members attend annual faith formation days.
3. Act as the delegate of the Archbishop in the Church's ministry of Christian teaching.
4. Provide for the maintenance of the chapel in accordance with the norms of Canon Law and provide daily Mass for the school community if a priest is a member of the faculty.
5. Appoint a Campus Ministry/Christian Service Director to coordinate programs for the spiritual formation of faculty and students. These programs include monthly school wide Masses, faculty in-services, annual retreats, Christian service activities, prayer experiences, Vocation awareness and the regular celebration of the Sacrament of Penance.
6. Appoint the chairperson and teachers of the Religion Department and ensure that the Religion Department offers a comprehensive four year program of instruction in authentic Catholic teaching based on the Catechism of the Catholic Church and the curriculum established by the United States Conference of Catholic Bishops.

School Philosophy

- 1.* Direct the process by which the school arrives at its statements of vision, mission, philosophy and ESLR’s and implements the process by which they are periodically reviewed and evaluated.
- 2.* Ensure that all constituencies of the school community have roles in the process of formulating the statements.
- 3.* Secure the approval of the vision, mission and philosophy by the Superintendent.

4. Ensure that the vision, mission, philosophy and ESLR's reflect the Catholic, academic, social, and co-curricular goals of the school.
5. Articulate the contents of the vision, mission, philosophy and ESLR's to all segments of the school community and exercises a leadership role in ensuring that they are lived out in the day-to-day operations of the school.

Organizational

1. Supervise the on-going self-evaluation processes prescribed by the WCEA/WASC accreditation programs.
2. Establish an organizational structure through which working relationships and lines of authority and responsibility for the operation of the school are clearly defined.
3. Establish and maintains effective channels of communication among administrators, staff, students and parents for the purpose of developing, implementing and evaluating school regulations, policies, and procedures.
4. Implement Department of Catholic Schools personnel policies and establish other appropriate personnel policies, which ensure the smooth operation of the school and facilitate the just and prompt resolution of grievances in an atmosphere of understanding and Christian charity.
5. Supervise, coordinate and evaluate the activities of all administrators.
6. Facilitate the online evaluation survey from the Department of Catholic Schools in a timely manner.
7. Assist in the compilation of information for the writing of the parent/student and faculty handbooks and gives final approval for their publication.
8. Chair the Administrative Council and Evaluative Council.
9. Serve as a member of the *Consultative Board, Curriculum Council, and Admissions Board.

Financial*

1. Take sole responsibility for the sound fiscal operation and management of the school according to the norms and regulations established by the Archdiocese.
2. Plan the budget strategically based on the needs of the school's programs and philosophy.
3. Prepare and send a detailed annual budget to the Superintendent for approval.
4. Implement the provisions of this budget on a daily basis and authorizes all expenditures to be incurred by the school.
5. Authorize and approve a detailed monthly report of income and expenditures which is forwarded to the Department of Catholic Schools.
6. Coordinate the compilation of the several financial reports required by the Internal Revenue Service and other state and federal agencies.
7. Supervise and monitor the general bookkeeping procedures of the school.
8. Provide for and oversee the operation of a development and fundraising program appropriate to the financial needs of the school.
9. Maintain and safeguard financial, personnel and student records.

Development and Consultative Board*

1. Oversee and implement all Department of Catholic Schools guidelines respective to the operation of marketing, development and fundraising programs appropriate to the financial needs of the school.
2. Serve as ex-officio member of the high school's Consultative Board and its executive committee.

Curriculum

1. Coordinate the development, implementation and evaluation of a curricular program to provide quality education which meets the needs of all students.
2. Appoint and directly supervise the administrator (vice principal, assistant principal, or dean of faculty) in charge of curriculum and instruction.
3. Exercise a leadership role in providing and maintaining a high quality program of studies which conforms to the school's vision, mission, philosophy, ESLR's, Archdiocesan and State requirements and student needs.
4. Encourage academic excellence in student efforts.
5. Support a system of significant departmental responsibility in the area of curriculum development.
6. Engage in continuing professional growth activities in the field of curriculum development.
7. Ensure school is meeting the California Content Standards in each discipline and each course.
8. Review with Vice Principal their UC system A through G requirements.
9. Ensure school has standard finals per course, so that instruction and assessments provide equal opportunity for success for all students.
10. Provide professional development to faculty in curricular development (vertical alignment, horizontal planning, backward planning, standards based instruction, assessment construction, etc) and in utilizing various instructional methodologies to benefit all students of various learning styles and preferences.
11. Serve as a member of the Curriculum Council. Meet regularly to ascertain
 - how assessments are determined
 - how testing data is utilized to impact instruction
 - academic rigor
 - curricular content coverage
 - alignment of standards, instruction, and assessment by viewing curriculum maps, lesson plans, thematic units, vertical plans, grade-level behavioral objectives, etc.
12. Through annual school and testing agency reports, compare GPA and norm-referenced data to determine rigor of curriculum at school site.
13. Exercise administrative responsibility for coordination of curriculum by working with vice principal and faculty in the following ways:
 - ensure that their faculty is identifying schools' curricular needs in relation to WCEA and WASC criteria
 - assist in formulating general goals and related performance criteria
 - evaluate progress in achieving goals
14. Approve invitations to guest speakers and ensure that they do not contradict Church teaching.

Faculty

1. Appoint department chairpersons and seek, interview and hire instructors with deep Christian commitment and sound academic training to fill available teaching positions.
2. With the administrator in charge of curriculum and instruction provide for the orientation of new faculty and their placement in specific and appropriate teaching positions.
3. With the administrator in charge of curriculum and instruction provide for the on-going evaluation, supervision and professional growth of teachers.
4. Promote morale among teachers.
5. Prepare agendas for and preside at all faculty meetings.
6. Follow appropriate procedures for the termination or non-renewal of all teacher contracts and communicate this information to the affected employees.

Discipline

1. Appoint [and directly supervise] the Dean of Students and delegate to him/her responsibility for the day-to-day implementation of school rules and regulations.
2. Exercise sole responsibility for the expulsion of students.
3. Articulate to the parents that they are the primary educators of their children and that the school exists to assist them in this task.

Pupil Personnel Services

1. Give final approval of all applications for admission and establish a process of registration for new students.
2. Provide a program of student personnel services which includes a comprehensive system of testing, personal and group guidance, college and career counseling.

Co-Curricular Activities

1. Provide a co-curricular program that enhances the religious, cultural and recreational dimensions of the entire school, serves the needs and interests of the students and ensure that an appropriate balance is maintained between the Christian and academic purposes of the school and the co-curricular activities.
2. Provide for the establishment and maintenance of a varied program of co-curricular activities under the supervision of the Activities Director.
3. Appoint the Athletic Director(s) and delegate responsibility to him/her (/them) for the implementation of the girls' and boys' athletic programs.
4. Attend and support a variety of co-curricular and athletic events.

Classified Staff

1. Recruit and maintain competent professional and classified staff and provide development programs which encourage their spiritual and professional growth.
2. Interview and hire all classified staff and is responsible for the dismissal of unsatisfactory staff.
3. Through the appropriate supervisors, evaluate and coordinate the activities of the classified staff.
4. Provide for the smooth and efficient operation of the secretarial, kitchen and maintenance services.
5. Maintain the school plant and physical facilities in accord with archdiocesan policies and provide for campus landscaping and beautification.

6. Provide for maintenance and health and safety standards throughout the plant.

Marketing and Community Relations

- 1.* Review and evaluate efforts of the school marketing team and bi-annual marketing and public relations strategic plan as defined in the Department of Catholic Schools Marketing and Public Relations Policy in order to ensure that the strategic plan enhances the image of the school in the local community, promotes cooperation with local parishes and community groups and assists in the recruitment of students.
- 2.* Provide for the development and communication to the public of information designed to highlight the school's programs and accomplishments.
- 3.* Promote and maintain open channels of communication on matters of mutual concern with local cities and public school districts.
- 4.* Represent the school at a variety of public and social gatherings.
5. Encourage good working relationships with local Catholic elementary schools, parishes and other stakeholders.
6. Actively support and attend parent-sponsored fund-raising events and activities and attend parent general meetings and social functions.
7. Interpret Archdiocesan programs and policies to school personnel, community groups and other agencies.
8. Represent the athletic interests of the school with the California Interscholastic Federation, the Catholic Athletic Association, and the League.
9. Attend funerals of deceased students, current faculty and staff, and parents of current students.

** Designates duties and responsibilities that belong to a President when a high school has both a President and Principal. The spiritual section in the list of duties and responsibilities belongs to the President if the President is a priest or Religious although the first duty applies to both the President and Principal.*

Responsibilities of Principals in Relationship to Safeguard the Children Initiatives (Adopted 4/21/2009/ Revised 10/11/11/ Revised 7/26/2012)

I. Principals must:

- be fingerprinted.
- have attended VIRTUS® Protecting God's Children Adult Awareness Training.
[Certificates must be on file.]
- have signed Acknowledgment of Receipt for the "Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events."
[Documents must be on file.]
- sign Child Abuse Acknowledgment Form and have on file.
- ensure that outside vendors are fingerprinted.

II. Principals are responsible to:

- ensure that all employees, staff and volunteers are fingerprinted and listed on VPIN.*
- ensure that all employees, staff and regular volunteers have attended VIRTUS® Adult Training [certificates must be on file] and are listed on VPIN.
- ensure that all employees, staff and regular volunteers have signed the “Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events” and have documents on file.
- ensure that all children and youth have received/receive Child/Youth Sexual Abuse Prevention Training annually. Training must be completed on or before February 15th and reported on VIRTUS® Online by February 28, 2013.
- report – VIRTUS® Online, “Educators” Tab: Type in the name of the program you are using, the number of students in your program, the number trained, the number who “opt-out” and the number absent.
- review “Child Abuse Reporting Procedures” with faculty and staff and have them sign the “Child Abuse Acknowledgment Form” annually.
- distribute and display in the office the most current copy of the “Working Together to Prevent Child Sexual Abuse” brochure.[“Working” Together brochures are revised at the beginning of each year in preparation for Child Abuse Prevention Month in April].

C. High School Campus Minister – ADLA DCS 8.2010 in Chapter 4

Purpose and Scope

Under the supervision of the principal, the campus minister helps create an environment which encourages and guides all members to contribute to the Catholic identity of the campus and the formation of a faith community which responds to the spiritual needs of the students, teachers, staff and parents. In collaboration with the administration, school chaplain, faculty and staff, parents, students, and parishes, the campus minister brings to life a campus rich in the school’s charism, spiritual growth, prayer, discipleship, sacramental experiences, social justice and preparation of leaders in service for the Church and society.

Essential Job Functions

1. Forming a Faith Community
 - Facilitates an atmosphere of Christian hospitality where all feel welcome, based on Catholic faith traditions and rituals
 - Acknowledges and celebrates diversity within the school community
 - Communicates regularly with the principal, chaplain, faculty, staff, students, and parents regarding campus ministry activities, programs and projects

- Works collaboratively with the administration and chaplain in the development of faith centered programs that involve alumni, benefactors, and parents
2. Spiritual Growth
 - Provides opportunities for others to deepen their relationship with Christ
 - Organizes, plans and implements an effective retreat program for students, faculty, parents and staff that contributes to community building, faith development, evangelization and leadership enrichment
 3. Discipleship
 - Organizes, motivates, and initiates various ministry-related programs with students, faculty, staff and parents
 4. Prayer and Sacramental experiences
 - Offers a variety of prayer experiences, both personal, communal, and seasonal
 - Provides opportunities for students, staff and faculty to celebrate the Sacraments, especially the Eucharist and Reconciliation including penance services during Advent and Lent
 - Coordinates liturgical celebrations including monthly school-wide or class Masses, daily Masses, and faculty Masses with the school chaplain, other priests on faculty, or local parish priests
 - Organizes training for liturgical ministers; extraordinary ministers of the Eucharist, lectors, servers and all other students involved with liturgical celebrations
 - Assists the choir and choir director in the selection of appropriate sacred music that will enhance student participation at school liturgies
 - Coordinates the use of the chapel
 5. Social Justice
 - Nurtures students in social consciousness based on the Gospels and Catholic Social Teachings
 - Empowers work for justice and service
 - Infuses the concepts of justice, peace, human dignity, and the integrity of creation into all aspects of ministry
 - Insures a pro-life presence on campus by maintaining student/faculty awareness through across the curriculum assistance, and the use of posters, announcements, special programs, committees, etc.
 - Insures an awareness of the missions through such activities as fundraisings and inviting missionaries as guest speakers
 6. Preparation of Leaders for the Church:
 - Encourages students to discern the vocation for which God has created them
 - Provides opportunities for students to lead various activities to be prepared for vocation and leadership roles
 - Maintains information on vocations to the priesthood and religious life that is readily available for students on campus. Coordinates individual follow-up with interested students including referral to vocation directors and vocation retreats. Coordinates and organizes the annual vocation fair.

Additional Job Functions

- Is visible and present on the school campus and at school activities
- Maintains a close relationship with the school chaplain, pastors and youth leaders in neighboring parishes
- Attends to own personal, professional and spiritual development
- Oversees the budgetary process for campus ministry
- Attends archdiocesan meetings for campus ministers
- Stays abreast of current developments in the area of school/campus ministry
- Is available to students, staff and faculty and parents
- Trains, prepares and assigns student altar servers and lectors for all liturgies.
- Performs any other job-related tasks deemed necessary and/or assigned by the principal
- Seeks resources that are supportive of student needs

Knowledge, Skills, and Abilities Required

- Demonstrates personal self-discipline, is adaptable and flexible in routine and unexpected situations
- Has skills in communication, initiative, creativity, and problem solving
- Able to work in a team setting
- Has knowledge and application of technology

Minimum Qualifications

- Practicing Catholic with an active sacramental and faith-life and in good standing with the Church
- Bachelor's degree (Masters degree preferred)
- Has or working toward Religion Certification
- Religion Certification renewed every five years
- Received Safe Environment Training and signed the Code of Professional Conduct
- Completed FBI fingerprint clearance

D. High School Priest Chaplain – ADLA DCS 8.2010 in Chapter 4

General Description

For high schools with a priest chaplain the following job description is provided. Under the auspices of the archbishop and in collaboration with the principal, campus minister, and faculty, the high school chaplain communicates regularly with the administration, campus minister, religion teachers and parish priests; and does the following:

Essential Job Functions

1. Strives to achieve the goals of Catholic education; works toward achieving the spiritual mission of the school and that the Catholic identity of the school is a focus; shows evidence of knowledge of the Catholic philosophy of education; promotes gospel values and Catholic moral teaching; upholds the doctrinal teachings of the Catholic Church.
2. Provides for the sacramental life of the entire school community, involved in the planning and celebrates daily Mass when possible and school liturgies, following the

General Instruction of the Roman Missal (GIRM); individual Confessions and communal reconciliation services and para-liturgical services; acts as a resource to liturgy planners at the school.

3. Provides opportunities for members of the community to deepen their understanding and commitment to Jesus and His message; helps foster the total, personal and spiritual growth of each person; raises consciousness and encourages action regarding contemporary moral and social programs, provides spiritual direction and pastoral counseling, provides opportunities for the students to be prepared for life in today's Church and society.
4. Assists the campus minister with the training of extraordinary ministers of Holy Communion, and lectors and liturgical musicians for all school liturgical celebrations.
5. Acts as a resource for the prayer and devotional life of the school.
6. Assists with the retreat program for all members of the community.
7. Provides information and literature on priestly and religious vocations, supports vocation awareness and the promotion of vocations as well as helps students discern their response to God's call.
8. Attends archdiocesan and deanery meetings as requested; works with neighboring parishes, pastors and key staff; promotes student participation in parish life and archdiocesan programs and events; keeps abreast of current developments in the school.
9. May serve on interview committee for hiring of religion teachers and works with religion teachers in presenting materials to students in accord with the USCCB curriculum. Available as a guest lecturer in classes as appropriate.
10. Maintains a ministry of presence for all; students, parents, faculty and staff. Knowledgeable and supportive of the school community and its mission.
11. Available for emergency situations as part of the school crisis response team.
12. Performs any other job-related tasks deemed necessary and/or assigned by the archbishop in collaboration with the principal.

E. High School Religion Department Chairperson – ADLA DCS 8.2010 in Chapter 4

General Description

The chairperson coordinates and oversees the instructional program and provides for an ongoing evaluation of the course of studies. The chairperson must have or must be working toward certification from the Department of Catholic Schools and a master's degree or licentiate in theology, philosophy or a related theological field (e.g. sacramental theology, scripture, systematic theology, moral theology) from a Catholic college or university.

Essential Job Functions

1. Organizes and maintains a written, sequentially developed four-year program of studies in accordance with archdiocesan religion curriculum requirements and the United States Conference of Catholic Bishops.
2. Establishes goals for the department.
3. Communicates to the entire faculty an overview of the content of the courses in the religion program.
4. Implements the entire program of the department.
5. Conducts supervisory observation of the various members of the department.
6. Strives to improve the quality of instruction taught in the department.

7. Knows what instructional materials are available for the subject; to pass this information to the teachers; and if necessary to allocate these materials.
8. Guides and instructs teachers, especially those new in the department, in responding to controversial issues in persuasive, creative, clear and pastoral ways with compassion, always remaining faithful to authoritative Church teachings and traditions.
9. Assists the principal to insure that assemblies and guest speakers do not promote ideas or concepts contrary to the teachings of the Catholic Church (e.g. “safe sex” assemblies or presentations in health classes, discussion or distribution of contraceptive devices).
10. Encourages faculty attendance at in-service and enrichment opportunities offered by the Department of Catholic Schools.
11. Provides leadership and assistance to religion teachers engaged in the religion certification process.
12. Coordinates the textbook evaluation.
13. Develops a budget for the department needs.
14. Provides resources for the department through his/her continually reviewing the literature, attending professional meetings and consulting with colleagues.
15. Advises the librarian in the selection of books and materials for the library.

F. High School Christian Service Moderator (may be added to Campus Minister Job Description) – ADLA DCS 8.2010 found in Chapter 4

Essential Job Functions

1. Coordinates and supervises year-long Christian Service programs which involve students working directly with those of the wider community in need of help, as well as such activities as the collection of food, clothing and other items needed by others
2. Insures that Christian service activities are in accord with Church teaching
3. Helps locate and supervise agencies at which students can perform their service
4. Assists in the articulation of school wide service projects as they become available
5. Assists class and club moderators in identifying worthwhile and plausible service projects for their groups
6. Keeps records of students involved in the above projects for the purpose of verifying appropriate levels of the Christian Service Awards given by the school each spring
7. Makes arrangements for the Christian Service recognition at the honors assemblies

G. Job Descriptions for Director of Development, Development Associate & Development Administrative Assistant – ADLA DCS – 7.11.11

A primary goal of the Department of Catholic Schools (DCS) is to ensure that all its archdiocesan and parish high schools are fiscally responsible, solvent and operate efficiently with measurable results

The high school will choose a job title below for each member of its development staff:

1. Director of Development
2. Director of Development and Alumni Relations
3. Director of Alumni Relations
4. Director of Institutional Advancement
5. Director of Advancement

6. Development Associate
7. Development Administrative Assistant

(The Job Description below applies to any job title listed above in #1 through #5)

G.1 Job Description

To ensure that all _____ High School advancement activities properly support and reflect the school's strategic mission, goals and fiscal responsibilities. This position reports directly to the Principal or to the President in a President/Principal school model.

General Expectations

The Director of Development plans, directs, and coordinates all school-based development activities and major fundraising activities by performing the following duties personally or through subordinates.

Annual Benchmarks

(The annual benchmarks below will be included in the Elementary and Secondary Schools Administrative Handbook 3.2.b Funding Policies Responsibilities section)

1. Submit by September 30 of each school year an annual Development and Alumni Relations Strategic Plan utilizing the Development Financial Report as the strategic plan outline.
2. Beginning in the 2011-2012 school year, Directors of Development will identify and secure new funds totaling at least 300 percent of their salary and total department's operating budget including full and part time staff. Secured and on-going development funds from a prior school year or Catholic Education Foundation (CEF) tuition assistance cannot be included as part of the 300 percent. With each subsequent year, a higher percent must be identified and secured, as determined by the principal and or president and DCS. This can be a collaborative effort with the Consultative Board, Development Committee and/or Development Staff.
3. Develop and/or complete an annual maintenance update of the database consisting of all school donors by September 30 of each school year.
4. Provide DCS annually with the total number of alumni in the school's alumni database.
5. Increase the number of alumni in the alumni database by five percent annually until the database contains ninety percent of all school alumni.
6. Conduct Annual Fund appeal with follow-up pledge reminders, and increase the Annual Fund by five percent through donations and pledges by June 30 of each school year.
7. Increase grant funding by five percent by June 30 of each school year (in addition to CEF tuition assistance and bequests) and from school-related fundraising event revenues.
8. Identify annual sources of new funding such as grants, small/large business sponsorships, donors, and gifts.
9. Assist the Principal and or President in developing a school Annual Report.

On an on-going basis:

1. Protocols – Establish, implement and adhere to all standard protocols respective to fundraising, reporting and processing donations in accordance with Federal and State laws.
2. Fundraising – Establish short- and long-range goals for unrestricted funding sources and enlists support from members of school staff. Strategize and orchestrate methods of approach to institutional donors. Research public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding. Work with program staff to develop funding related projects. Organize individual donor campaigns (e.g., social media, major donors, and board of trustees). Organize various social media solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.
3. Major Gift/Donor Support – Produce major donor, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible. Cultivate donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.
4. Sponsor-a-Student – Implement and coordinate Sponsor-a-Student program in collaboration with the Director of Marketing.
5. Planned Giving Program – Track progress of pending Legacy and Bequest gifts. Fulfill requests, produce correspondences and encourage partial/early disbursement where appropriate.
6. Database and Records Management – Implement and coordinate tasks in maintaining electronic and paper records of contributors and grants. Maintain security and quality controls. Generate queries, reports, exports and any other collection data as needed. Manage any related vendors.
7. Unrestricted Income Financial Reporting – Maintain accurate accounting of all unrestricted income and its sources.
8. Dedicate on-going attention to personal professional development through trade organization networks.

Supervisory Responsibilities

Directly supervise employees in the Development Department where applicable. Perform supervisory responsibilities in accordance with the school and Archdiocesan policies and applicable laws.

Responsibilities may include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Scope and Responsibility

1. Knowledgeable of formal and informal departmental goals, standards, policies and procedures, which will include familiarity with other departments within school, including volunteers and outside users of school facilities.
2. Demonstrate sensitivity to interrelationship of both people and functions within department and school, including volunteers and outside users of school facilities.

Faith Community

1. Uphold and model a moral code which is consistent with the teachings of the Roman Catholic Church and the mission of the School;
2. Ensure that all development programs reflect the Catholic (and religious community's) mission of the School;
3. Ensure that all marketing, communication, recruitment and enrollment management programs, practices, and materials reflect the Catholic (and religious order's) mission of the School;
4. Remain aware of and represents the religious aims and objectives of the School to the local community.

Minimum Qualifications

- Possess a Bachelor's degree or higher
- Possess a minimum of one year of development experience
- Excellent writing and editing skills
- Passion for and understanding of Catholic education
- Excellent interpersonal and public speaking skills
- Extreme attention to detail and ability to balance multiple tasks and competing needs
- Knowledge of grant writing and procurement

Preferred Qualifications

- Possess a minimum of three years of development experience
- A practicing Catholic in good standing with the Church
- Proven success in designing and implementing annual and planned giving programs
- Proven success in cultivating and soliciting major donors
- Proven success in managing capital campaigns

G.2. Development Associate

The Development Associate will report directly to the Director of Development. The development associate is responsible for assisting the development director in expanding the private sector development department. Primary duties include all aspects of fund development, including cultivation and donor follow-up, drafting grant proposals, reports, and correspondence to donors; and conducting prospect research on individuals, foundations, and corporations.

Main Responsibilities:

1. Assist the Director of Development in achieving annual fundraising goals.
2. Conduct prospect research on foundations, corporations, and individuals. Analyze fit between funder, the school and the projects to be funded. Recommend strategies for each funder, including preparing reports and developing talking points for the Director of Development and the school Principal and or President.
3. Draft direct mail appeal letters, brochures and other promotional materials, event invitations, and other communications to promote and position the school with diverse donor constituencies.

4. Conduct general research and analysis, and collect information to develop needs statements.
5. Assist the Director of Development in direct cultivation, solicitation, stewardship and recognition of donors, and developing and maintaining relationships with key current and potential donors.
6. Assist in implementing and coordinating all fundraising events, including soliciting of gifts and sponsorships, conducting follow-up with donors and sponsors, and preparing appropriate acknowledgement.
7. Maintain the database of donors and prospects, including the calendar of proposal submissions, events and mailed appeals.
8. Remain current with trends in education and philanthropy fields.
9. Perform any other duties assigned by the Director of Development.

G.3. Development Administrative Assistant

The Development Administrative Assistant is responsible to assist the Director of Development.

1. Assist the Director of Development with all fundraising and annual fund activities and tasks.
2. Prepare correspondence reports, proposals for the Director of Development.
3. Record and publish minutes of Director of Development and Advisory Board meetings and assists the Director of Development with all board related correspondence.
4. Maintain records of all contributions/donations and alumni membership.
5. File information, newsletters, and other materials pertaining to the Development Department.
6. Update and maintain accurate alumni/alumnae data for use by school related committees.
7. Handle incoming and outgoing phone calls for the department.
8. Assist the Director of Development in responding to all alumni/alumnae correspondence.
9. Maintain an office environment with appropriate memorabilia in support of the alumni/alumnae.
10. Maintain photos of special events.
11. Oversee ordering and inventory of office supplies.
12. Maintain scrapbooks of all newspaper clippings.
13. Perform any other duties assigned by the Director of Development.

H. Job Description for Director of Marketing & Public Relations – ADLA DCS 6.3.11

The high school will choose one of the following job titles:

1. Director of Marketing & Public Relations
2. Director of Marketing & Admissions
3. Director of Outreach & Admissions
4. Director of Outreach & Public Relations

H.1. Job description:

General Expectations

To ensure that all _____ High School outreach programs, publications, marketing materials, over sight of website content, press releases and other communications properly support and reflect the school's strategic mission and goals.

Annual Benchmarks

1. In collaboration with the High School Marketing Team, identify and secure enough student applications for the _____ school year in order to meet enrollment benchmarks determined by the Superintendent of High Schools.
2. Submit the annual Comprehensive Marketing Strategic Plan in accordance with the Department of Catholic Schools (DCS) 10 Step Marketing and Public Relations guidelines by September 30 of each school year.
3. Develop and maintain a database of all traditional press mediums, all community based organizations (CBOs) and public relations' grass roots marketing opportunities within the school's targeted cities in accordance with the DCS 10 Step Marketing and Public Relations guidelines; and submit it to the DCS by September 30 of each school year.
4. Disseminate press releases and/or advisories of Newsworthy Items bi-monthly to traditional and grass roots marketing mediums and to the DCS for posting on its website.

Primary Responsibilities

1. Cultivate and coordinate the School's Marketing Team, which may consist of parent volunteers, faculty, staff, alumni, alumnae and other members of the community.
2. Prepare, and submit required **Marketing** reports to DCS when requested.
3. Implement the **Marketing Strategic Plan** in accordance with the Department of Catholic Schools (DCS) **10 Step Marketing and Public Relations** guidelines.
4. Develop and implement school promotional campaigns.
5. Maintain and strengthen the school's overall brand by creating and enforcing a **Branding Document** across all school communications and branded merchandise.
6. As acting Public Relations Officer for the school, maintain and strengthen the school's public relations efforts by creating press releases and feature articles for the media or task out to a designated member of the Marketing Team. With the exception of crisis situations that are referred to the Archdiocese. Establish and maintain good relations with all media as well as local community organizations.
7. Lead the High School Marketing Team in continuous evaluation and redesign where appropriate all aspects of the admissions program with the goal of maintaining a capacity enrollment of qualified students and a wait-list of qualified applicants.
8. Collaborate with the Admissions Coordinator, (and where applicable, the Admissions' Team) to manage and oversee all admissions related documentation and dissemination of materials to prospective parents, students and stakeholders in conjunction with the entire Administration.
9. Collaborate with the Admissions Coordinator, (and where applicable, the Admissions' Team) throughout the admissions process.

10. Collaborate with appropriate personnel in order to coordinate the planning and implementation of marketing events. Attend all priority community marketing events and advertised activities.
11. Coordinate relationship and partnership opportunities with all Catholic partner/feeder schools, parishes and parish related youth programs.
12. Facilitate relationships with public/private partner school principals and teachers for the purpose of establishing and maintaining articulation between the high school and partner schools.
13. Develop and maintain marketing department expenses, (and where applicable, expenses) within budgetary guidelines as approved by the Principal and or President.
14. Conduct tours of the school.
15. Attend required in-services, staff meetings and DCS marketing training meetings and workshops.
16. Represent the School on Boards and Committees as required by the Principal and or President.
17. Provide regular reports to the school board and committees and, where applicable serve on the school's Consultative Council at the request of the Principal and or President.
18. Perform other duties as assigned by the Principal and or President.

Scope And Responsibility

1. Know formal and informal departmental goals, standards, policies and procedures, which will include familiarity with other departments within school, including volunteers and outside users of school facilities.
2. Demonstrate sensitivity to interrelationship of both people and functions within department and school, including volunteers and outside users of school facilities.

Faith Community

1. Uphold and model a moral code which is consistent with the teachings of the Roman Catholic Church and the mission of the School;
2. Ensure that all marketing programs reflect the Catholic and religious community's mission of the School;
3. Ensure that all marketing, communication, recruitment and enrollment management programs, practices, and materials reflect the Catholic (and religious order's) mission of the School;
4. Remain aware of and represents the religious aims and objectives of the School to the local community.

Qualifications

Education: Bachelor's degree required, preferably bachelor's degree in related discipline and/or master's degree.

Experience: At least three years of experience in the enrollment management field and/or sales management showing progressively responsible experience in a secondary or post secondary admissions' office.

Special: Ability to represent and promote the school effectively and enthusiastically; excellent organizational and communications skills; must be able to communicate visually and verbally with applicants and their families; must be proficient in Microsoft Office Suite.

The ideal candidate must have an inspired and strategic outlook, an entrepreneurial and creative approach with the ability to work closely with others, possess excellent administrative, organizational and interpersonal skills with the ability to speak and write persuasively.

Must have legal authorization to work in the United States of America and possess a valid driver's license with current proof of auto insurance. Must complete the required personnel documents and clearance in order to be employed by the school as outlined in the Administrative Handbook, SECTION V: Personnel.

Decision Making

On a regular and continuous basis, exercise significant independent judgment and assume responsibility for decisions, consequences and results having an effect on people, costs and quality of departmental and school services.

Supervisory Responsibility

1. Supervise departmental employees and school volunteers;
2. Recruit, evaluate and recommend prospective departmental employees;
3. Perform and submit annual employee performance review;
4. Perform other supervisory duties as required.

Knowledge, Skills And Abilities

1. A commitment to Catholic education and to the charism of the school's sponsored religious order;
2. Superior administrative and oral and written communication skills;
3. Excellent interpersonal skills, courtesy, diplomacy and tact with a variety of stakeholders;
4. Proficient in MS Office products, especially Word, PowerPoint, Outlook, and Excel;
5. Knowledge of information systems applicable to marketing;
6. Previous experience directing programs of marketing and or sales;
7. Ability to train and direct staff and volunteers in marketing at various levels;
8. Understanding marketing practices and sales techniques;
9. Ability to handle multiple priorities with a strategic focus.

Extent Of Public Contact

Exchange routine and non-routine information with variety of stakeholders using tact and persuasion as appropriate requiring superior oral and written communication skills.

Working Conditions and Environment

1. Work is routinely performed in a typical interior/office environment;
2. Very limited or no exposure to physical risk. However, this position may require an exertion of up to 50 lbs. of force occasionally, (transportation of marketing materials, lifting of marketing materials, event preparation, i.e. exhibits.) At times, physical demands may be in excess of those of sedentary work.

The preceding is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and working conditions required of personnel so classified.

H.2. Admissions Coordinator – Job Description

Admission administrative support tasks should be identified; and all principals and or presidents are asked to include the admissions support work requirements in a current classified staff member's job description.

1. Provide “admissions” support to the Director of Marketing & Public Relations.
2. Coordinate the admissions’ process for all incoming ninth graders and transfer students.
3. Manage and process all admissions related correspondence and documentation for new and transfer students.
4. Collect and organize eighth grade records and recommendations as well as parish recommendations for the evaluation of ninth grade applicants.
5. Collect transfer student applications and prepare for admission evaluation.
6. Collaborate with appropriate personnel, i.e. Principal, Vice Principal, Director of Marketing, Dean of Studies, Director of Curriculum in the re-enrollment process of current students for the succeeding year.
7. Maintain relevant statistics on all aspects of the admissions and re-enrollment program.
8. Perform other “admissions” duties as assigned by the Director of Marketing & Public Relations and Principal and or President.

I. Bookkeeper/Accounts Payable Clerk – ADLA DCS – 9.16.10

The bookkeeper/accounts payable clerk is responsible for ensuring effective, efficient and accurate financial and administrative operations.

Scope

The accounts payable clerk reports to the president or principal and is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures and preparing and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure that school finances are accurate and up to date, that employees are paid in a timely and appropriate manner and that vendors and suppliers are paid within established time limits.

Responsibilities

1. Perform the day to day processing of accounts payable transactions to ensure that school finances are maintained in an effective, up to date and accurate manner
 - a. Receive and verify invoices and requisitions for goods and services
 - b. Verify that transactions comply with financial policies and procedures
 - c. Manage the weekly check run
 - d. Record all checks
 - e. Prepare vendor checks for mailing
 - f. List all vendor checks in the accounting software
 - g. Prepare manual checks as and when required

- h. Maintain listing of accounts payable
 - i. Maintain the general ledger
 - j. Maintain updated vendor files and file numbers
 - k. Print and distribute monthly financial reports
 - l. Reconcile bank statements
 - m. Reconcile school accounts
 - n. Prepare retirement report for ACC Financial Services
 - o. Prepare workman's compensation report
 - p. Assist in the preparation of the annual budget
2. Complete payroll functions in order to ensure employees are paid in an accurate and timely manner.
 - a. Establish and maintain confidential classified employee files
 - b. Calculate salaries and benefits
 - c. Verify pay amounts, hours of work, deductions, etc.
 - d. Verify coding and obtain signatures
 - e. Batch pay sheets for data entry
 - f. Data entry of payroll information
 - g. Log in and distribute pay checks
 - h. Coordinate with payroll service to prepare and remit source deductions and payroll tax
 3. Provide administrative support in order to ensure effective and efficient office operations
 - a. Maintain inventory files
 - b. Maintain a filing system for all financial documents
 - c. Assist with answering office phone calls and customer service
 - d. Ensure the confidentiality and security of all financial and employee files
 4. Performs any other duties assigned by the president or principal

J. Accounts Receivable/Tuition Clerk – ADLA DCS – 9.16.10

Scope

The accounts receivable/tuition clerk reports to the president or principal for the efficient operation of the cash receipts and is responsible for the collection and record keeping of tuition and other income accounts.

Responsibilities

1. Enter all new student information into tuition management software.
2. Enter all charges/payments into tuition management software.
3. Post tuition and fees in ledger and keep ledger up-to-date daily.
4. Enter all financial aid monies into student tuition account.
5. Assist with the implementation of the tuition assistance program.
6. Assist with preparing deposits and counting of monies for bank deposits.
7. Print out and mail monthly tuition statements.
8. Prepare and implement tuition suspension list.
9. Prepare and distribute tuition suspension letter to students.
10. Prepare statements for parent service hours and enter into tuition software.
11. Maintain records of various fees (prom, registration, etc.)

12. Tally journal totals daily for bank reconciliation.
13. Process all NSF checks in accordance with school guidelines.
14. Accept all over-the-counter monies giving receipts for all cash received. These monies include field trip fees, roter bus fees, prom bids, winter formal bids, senior dinner tickets, grad nite bids, athletic banquet tickets, etc.
15. Process student withdrawals in tuition accounting software.
16. Order all office and school supplies and distribute them to the various departments.
17. Create printout of department supply charges.
18. Maintain and update files generated by the business office.
19. Handle incoming and outgoing phone calls for the school.
20. Keep a daily log of all early dismissals.
21. Give general information to parents, students, faculty, staff and general public.
22. Distribute admissions packets and explain procedures.
23. Order various office stationery and testing answer keys.
24. Handle the maintenance and upkeep of all school duplication equipment.
25. Performs any other duties assigned by the president or principal.

SAMPLE HIGH SCHOOL JOB DESCRIPTIONS or SAMPLE HIGH SCHOOL LIST OF DUTIES

These samples provide a resource for Principals creating Job Descriptions

I. ADMINISTRATIVE

A. High School Vice Principal

The Principal, with the approval of the Department of Catholic Schools, appoints the Vice Principal. The Vice Principal reports directly to the Principal and is responsible for all areas of school operation in the Principal's absence. The prime responsibility is to assist the Principal in providing and implementing an appropriate program of studies and curriculum policies for the student body. The Vice Principal is also responsible for the fulfillment of various other administrative and organizational functions.

1. Implements, with department chairs, policies and procedures related to studies such as grading, grade books, exams, and report cards.
2. Schedules quarter and semester exams and determines excused and unexcused absences from final exams.
3. Oversees registrar and requests for transcripts, report cards and permanent records.
4. Reviews grade sheets for accuracy, correctness and timeliness.
5. Determines contracts for academic probations with counselors.
6. Coordinates the process for distribution of failure notices and progress reports.
7. Arranges for the academic awards assemblies.
8. Publishes the honor roll and sees that the permanent records reflect honors and awards.
9. Notifies the Principal in cases where the policies of the school are not properly carried out in regard to studies.
10. Coordinates the grading and report card preparation process with registrar and teachers.
11. Chairs the Curriculum Committee, Admissions Board, and the Discipline Board.

12. Develops the course catalogue describing all course offerings and coordinates with the bookstore the titles of books to be purchased each year after approval by the Principal.
13. Oversees counselors who insure that individual students have met graduation requirements.
14. Coordinates the new parent meetings each Fall.
15. Assists the Principal in the supervision and evaluation of the counselor(s).
16. Assists the Principal by preparing the counseling budget and reviewing department budgets.
17. Assists the Principal in the interviewing and hiring of new teachers.
18. Coordinates the ongoing implementation of the WCEA/WASC recommendations.
19. Serves as chairperson of the Steering Committee for the WCEA/WASC visitation.
20. Organizes the scheduled Back-to School Orientations and Parent-Teacher conferences.
21. Approves all field trips.
22. Develops the master schedule and assists with the master calendar.
23. Collects data for and completes census and surveys.
24. Responsible for investigation of, correspondence with, and implementation of applicable Federal and State programs at the site level (e.g. Title I, E-rate, No Child Left Behind, etc.).
25. Liaison with Channel One network.
26. Serves as a member of the:
 - a. Administrative Board
 - b. Administrative Council
 - c. Evaluative Council
27. Assists in the annual revision of the student and faculty handbooks.
28. Assists in yard and hall supervision during break and lunch and as needed.
29. Perform any other duties assigned by the Principal.

Faculty Supervision

1. Supervises and evaluates all faculty members.
2. Implements policies, which relate to the professional conduct of faculty members in such areas as dress, grooming, deportment, attendance and punctuality.
3. Conducts informal classroom observations, instructional supervisions, and formal evaluation visits.
4. Gathers appropriate input, prepare the annual, written evaluation of each teacher and submits a copy to the Principal.
5. Directs, supervises, and evaluates department chairpersons in carrying out their management, supervision, and leadership responsibilities and in implementing the policies and practices of the school within their department.
6. Acts as the professional growth advisor for teachers who are working towards personal professional development in such areas as the completion and renewal of credentials.
7. Directs the new teacher and master teacher programs to provide orientation, assistance, development and supervision for teachers who are new to the school. Conducts monthly meeting of first and second year teachers.
8. Plans and coordinates faculty in-service and staff development opportunities.
9. Conducts frequent meetings with counselors.
10. Coordinates the assignment of teachers to substitute for absent teachers.

11. Records teacher's absences and substitutions and prepare reports each December and June.

Master Schedule

1. Coordinates the re-registration process for all grade levels, including updating forms, course codes, and data processing procedures.
2. Is responsible for scheduling of students including assisting in the development and the data entry of the Master Schedule, processing students course requests, and resolving conflicts between the two.
3. Provides a copy of students' class schedules to students and main office.
4. Does all revisions to the Master Schedule.
5. responsible for keeping up to date on changes in the computer software as it applies to scheduling, including attending seminars, workshops, and in-service training.

Admissions

1. Arranges for the administration and supervision of the Freshman Placement Exam on the first Saturday in February.
2. Chairs the Admissions Committee.
3. Reviews transfer student applications and selects candidates for admission.
4. Coordinates the registration process for all incoming 9th graders and transfer students.
5. Evaluates transfer students when they seek admission to the school and schedules them into classes that will meet the school's graduation requirements and the needs of the students. Submits names to counselor for further counseling.

Summer School

1. Assists the Principal in the recruiting and hiring of faculty to teach in the summer session.
2. Prepares appropriate information and forms for the summer school brochure and registration.
3. Assists school departments in defining curriculum content of summer school classes.
4. Develops the Master Teacher Schedule for summer session and supervises the scheduling of students.
5. Assures that the appropriate textbooks have been ordered for summer session.
6. Coordinates with the counselor(s) the placement of students into appropriate courses for make-up classes.
7. Directs the supervision and evaluation of summer school faculty.
8. Assures that Summer School grades are properly and promptly reported.

Testing

1. Orders an appropriate number of information brochures and exams to accommodate the needs of student.
2. Arranges collection of the monies paid by the students taking the AP exam(s) through the main office.
3. Instructs faculty on the administration of standardized tests to be administered during the school year.
4. Distributes test results to students and to the registrar for inclusion on the students' transcripts.

5. Coordinates in all areas with Educational Testing Service and the American College Testing Service.

B. High School Dean of Students

The Dean of Students is appointed by and responsible to the Principal for the general discipline and Christian conduct of the student body.

1. Evaluates disciplinary policies and practices on an ongoing basis proposing modifications as deemed necessary.
2. Acts as the school liaison with police departments, courts and other community agencies with regard to disciplinary matters.
3. Provides for the supervision of students before school, during break and lunch, and after school.
4. Makes arrangements with parents and the doctor in case of student illness or accident, notifying Principal immediately of such arrangements.
5. Provides for the assignment of student lockers and for the upkeep and maintenance of the lockers.
6. Provides an emergency plan in the case of disaster. Plans and conducts regular fire drills and the annual earthquake drills.
7. Collects PSH Signed Agreements and suspends those who do not return them
8. Confers with students and their families in cases of excessive absence, tardies or serious disciplinary matters.
9. Deals with such disciplinary problems the teachers refer to him and is generally responsible for discipline outside the classroom.
10. Asks for the assistance of the faculty in such matters as:
 - a. Aiding in orderliness of hallways
 - b. Checking bathrooms for behavior problems
 - c. Supervising students in assigned areas of the campus during special schedules or other potential problem times.
 - d. Supervising the dismissal of students after school.
11. Consults with the Principal in serious discipline matters, discusses the state of school discipline with him and assists him in formulating school policy.
12. Provides a disciplinary guidance program that will help the students in their growth toward self-direction through both preventative and corrective measures. Services should include:
 - a. Instructing the students in their responsibilities and privileges, notifying them of the types of behavior and actions which are not acceptable, informing them of the methods which will be used to handle violations and the penalties which will be imposed as in the Parent/Student Handbook
 - b. Maintaining written records on students who misconduct themselves and on the correspondence with parents concerning this matter
 - c. Advising teachers on ways of guiding students toward self-discipline.
 - d. Contacting and arranging conferences with parents
 - e. Meeting with the Discipline Board concerning serious disciplinary matters and strict probation
13. Monitors noise level of the academic wings.
14. Maintaining standards of dress code as stated in the Parent/Student Handbook as a matter of daily routine.

15. Administering disciplinary action for unexcused absence, truancy, tardies or any other disciplinary problem pertaining to attendance.
16. Holding detention sessions in instances stated in the PSH.
17. Administering suspensions in instances stated in the PSH.
18. Keeping faculty and students informed of disciplinary regulations, orally and in writing.
19. Determining involvement of teachers in discipline cases as to the need for their presence at conferences with the parents of students on probation or under suspension.
20. Maintaining discipline at group functions such as Masses, assemblies, rallies, dances and other student gatherings.
21. Conducts orientation for students and parents who enroll after opening of school.
22. Attends and supervises at all dances, all home pre-season and all league football and boys basketball games.
23. Supervising the student seating section at CIF play-off games.
24. Provides a lost and found service for the school.
25. Serves as a member of the Administrative Board, Administrative Council, and the Discipline Board.
26. Assists in the annual revision of the faculty and student handbooks.
27. Performs any other duties assigned by the Principal.

C. High School Athletic Director

The Athletic Director is appointed by the Principal and reports directly to the Principal. The Athletic Director is responsible for the effective administration of the boys' and girls' athletic programs. Specific responsibilities are as follows:

1. Prepares a proposed annual budget for all sports for submission to the Principal.
2. Ensures that all expenditures for the athletic programs are provided for in the approved budget and are processed according to established school regulations.
3. Assists the Principal in hiring and assignment of coaches.
4. Becomes familiar with all applicable C.I.F., C.A.A, Leagues and N.C.A.A. policies and regulations.
5. In-services all coaches on these policies and regulations with a view to insuring their implementation in the school's athletic programs.
6. Supervises and formally evaluates coaches in the various programs offered by the school.
7. Insures that athletes have undergone the required medical examinations before engaging in practice.
8. Maintains a log of all athletic injuries and oversees the filing of appropriate insurance forms.
9. Obtains the required parental consent forms and files them in the Athletic Director's office.
10. Prepares and disseminates to teachers and administrators accurate team rosters and accurate team departure times.
11. Seeks approval for athletes required to leave campus for a competition prior to sixth period.
12. Provides a counseling program for athletes whose eligibility is jeopardized by poor grades or disciplinary attitudes.

13. Designs proposed master schedules for all sports with input from the head coaches and submits these to the principal for approval.
14. Insures that all games scheduled with other schools are covered by valid contracts appropriately executed.
15. Arranges for the renting of playing fields and courts as necessary.
16. Arranges for the employment, payment and facilities for officials.
17. Coordinates the work of the support staff and volunteers in the athletic program including the equipment manager.
18. Arranges for the safe and legal transportation of athletes to off-campus sports contests. Coordinates router buses for specified athletic events.
19. Attends and supervises all football and basketball games (home and away) and all other sports home games especially when sizable crowd is present.
20. Coordinates the Sports Awards Assemblies and banquets.
21. Disseminates athletic news to the "Tidings" and the local press in a timely fashion.
22. Promotes the Varsity Club on campus.
23. Meets with the coaches on a regular basis for policy review.
24. Maintains a current inventory of all equipment.
25. Oversees the locker room facilities, weight room, gymnasium, and athletic fields, seeking maintenance through the Plant Manager.
26. Serves as the school liaison with the Booster Club.
27. Assists with the coordination of the Booster Club who staff various locations at the games:
 - a. Concession stand staffing
 - b. Security in stands and parking lot
 - c. Field security
 - d. Chain crew
28. Assists Head Football coach in identifying and supervising when necessary sideline personnel:
 - a. Equipment
 - b. First aid personnel/trainers
 - c. Water carriers
 - d. Statistics personnel
29. Issues sideline passes in accordance with Athletic Department policies.
30. Coordinates placement of security personnel, hired and volunteers, as necessary.
31. Serves as a member of the Administrative Council.
32. Responsible for the production of the printed Football and Basketball programs.
33. Assists in the annual revision of the faculty and student handbooks.
34. Provides for the assignment, upkeep, and maintenance of the gym lockers.
35. Sees that all coaches abide by the academic/disciplinary eligibility list.
36. Performs any other duties assigned by the Principal.

Summer School

1. Prepare a summer practice schedule for all sports taking into account gym space, field time, the needs of incoming freshman and sports conflicts for boys and girls sports
2. Prepares appropriate information and forms for the summer school brochure and for parent newsletters.

3. Assists the Vice-Principal with the registration of students into summer sports classes and with the generation of roll sheets.
4. Defines curriculum content for all summer sports classes and oversees implementation during summer session.
5. Oversees use of all equipment and uniforms during the summer session.
6. Collects and keeps on file all necessary physical forms and permission slips for athletes involved in summer session.
7. Oversees the locker room facilities, weight room, gymnasium and athletic fields, between the hours of 12:30pm and 5:30pm, Monday-Friday, during summer school, seeking routine maintenance through the Plant Manager.
8. Assists the Principal in determining and executing summer capital improvements on sports facilities and athletic fields. Obtains bids and contracts work as directed.
9. Obtains proper purchase orders and orders all medical supplies for the upcoming year.
10. Obtains proper purchase orders and orders all equipment, supplies and uniforms for Fall and Winter sports.
11. Submits upcoming schedules to appropriate referee assignors for all Fall and Winter sports.
12. Assists the Principal in hiring and assignment of coaches.

D. High School Student Activities Director

The Activities Director is appointed by the Principal and reports directly to the Principal. The Activities Director is responsible for coordinating and directing a wide range of activities related to the co-curricular and extra-curricular programs of the school.

1. Supervises the Club and Organization Moderators, oversees expenditures and submits approved expenditure requests to the Principal.
2. Works directly with the Vice President for the smooth functioning of club and organization activities.
3. Supervises all fund-raising efforts of the clubs and organizations.
4. Supervises and coordinates all student non-athletic extracurricular events.
5. Supervises promotion, guest passes, set-up, clean-up of all school dances.
6. Informs the Dean of Students with time scheduling for special event days.
7. Schedules and supervises school, team and senior pictures.
8. Ensures the preparation of the physical facilities for rallies, performances, special events, and Activities assemblies.
9. Supervises club and organization moderators in the preparation of their events.
10. Ensures the proper election of officers for all clubs and organizations.
11. Ensures that faculty and parent chaperons are provided for all social events.
12. Requires that every student club and organization on campus:
 - a. Compiles a constitution that is followed
 - b. Files the constitution in the Activities Office
13. Keeps updated files on all individual Club and Organization activities, membership, etc.
14. Coordinates with school organizations for scheduling events regarding drug awareness (i.e. Red Ribbon Week).
15. Disseminates information regarding drug and alcohol abuse and its effects.
16. Promotes a good program of publicity within the school. Responsible for all hallway and cafeteria bulletin boards. Takes responsibility to communicate appropriate

guidelines for posters and announcements to all Club, Organization, and Performance Groups Moderators.

17. Evaluates the efficiency of the various extracurricular activities generated by the Clubs and Organizations for future improvements.
18. Edits, types and distributes the Daily Bulletin.
19. Serves as a member of the Administrative Council. Attends class meetings.
20. Assists in the annual revision of the faculty and student handbooks.
21. Performs any other duties assigned by the Principal.

Associated Student Body

1. Supervises the student government program.
2. Directly supervises the Student Council serving as their moderator, moderating all of their meetings and activities and fulfilling the moderator role with regards to responsibilities.
3. Directs all A.S.B. fund-raising efforts of the students.
4. Makes all arrangements for and supervises student body and class officer elections, installations, and other related activities, including the prior screening of potential candidates.
5. Makes arrangements for and supervises homecoming court elections, homecoming week activities and the homecoming ceremony and dance.
6. Supervises class moderators in the preparation of social events.
7. Evaluates the efficiency of the various extracurricular activities for future improvements.
8. Verifies proper transportation for all activities, except athletic buses, in conjunction with the class and club moderators.
9. Assures that each class follows the financial policies of the school with regards to collection and expenditures of funds.
10. Keeps updated files on all individual class activities.
11. Promotes and directs a good program of publicity for non-athletic events within the school which includes public address announcements, posters, etc.
12. Are responsible for the quality and appropriate content of all announcements and posters generated by the Student Council.
13. Coordinates with the Athletic Director for the use of the gymnasium for any additional events not previously scheduled.

Graduation

1. Coordinates and provides for the measuring, ordering, distribution of, and, with the assistance of the Vice Principal the collection of caps and gowns for graduation.
2. Coordinates Grad Night and supervision.
3. Assists Vice Principal in the planning/coordinating of the activities of the Commencement Ceremony.
4. Arranges the line-up of graduates and conducts both the graduation practice and the taking of the graduation picture.
5. Solicits faculty volunteers and assign them to jobs required for the smooth running of specific ceremonies related to graduation which include: graduation practice and picture, Baccalaureate Mass, and the Commencement Ceremony.

II. OTHER STAFF – Counseling, Departmental, Co-Curricular

A. High School Academic Counselors

The Academic Counselor is responsible to the Vice-Principal and appointed by the Principal. Responsibilities, by grade level assignment, are as follows:

Grade 9

1. Responsible for the academic counseling of students assigned to him/her.
 - a. Implements the general guidelines of the school regarding guidance and counseling, and applies them as best fits students' needs.
 - b. Provides referral sources for students who need outside agencies for assistance with problems (personal, health or drug related).
 - c. Authorizes schedule changes when deemed appropriate and enters changes into computer system.
 - d. Advises returning students regarding course selections to ensure proper placement in classes.
 - e. Meets with individual students regularly who are doing poorly as evidenced by unsatisfactory progress reports and/or report cards.
 - f. Compiles and maintains a comprehensive file of student development over four years, including test results, report cards, progress reports, and other pertinent data.
 - g. Does individual follow-up, where necessary, regarding the interpretation of test results.
 - h. Resolves schedule conflicts during the school year.
 - i. Schedules and facilitates parent-teacher conferences
2. Meets with parents and students on a drop-in basis before school, at break and lunch, and after school. Other meetings are by appointment.
 - a. Maintains office hours before the start of the academic year and between the end of school and the beginning of summer school as directed by the vice principal.
 - b. Is available to students during assigned hours and by appointment to discuss concerns.
3. Conducts admissions interviews with administrative cabinet.
4. Assists in yard supervision and serves as back-up Dean as needed.
5. Coordinates and supervises the at-risk intervention program for the entire school (before and after regular classes).
6. Performs other duties as assigned by the principal or vice principal.

Grade 10

1. Responsible for the academic counseling of students assigned to him/her.
 - a. Implements the general guidelines of the school regarding guidance and counseling, and applies them as best fits students' needs.
 - b. Provides referral sources for students who need outside agencies for assistance with problems (personal, health or drug related).
 - c. Authorizes schedule changes where deemed appropriate and enters changes into computer system.

- d. Advises returning students regarding course selections to ensure proper placement in classes.
 - e. Meets with individual students regularly who are doing poorly as evidenced by unsatisfactory progress reports and/or report cards.
 - f. Complies and maintains a comprehensive file of student development over four years, including test results, report cards, progress reports, and other pertinent data.
 - g. Does individual follow-up, where necessary, regarding the interpretation of test results.
 - h. Resolves schedule conflicts during the school year.
 - i. Schedules and facilitates parent-teacher conferences
2. Meets with parents and students on a drop-in basis before school, at break and lunch, and after school. Other meetings are by appointment.
 - a. Maintains office hours before the start of the academic year and between the end of school and the beginning of summer school as directed by the vice principal.
 - b. Is available to students during assigned hours and by appointment to discuss concerns.
 3. Conducts admissions interviews with administrative cabinet.
 4. Assists in yard supervision and serves as back-up Dean as needed.
 5. Performs other duties as assigned by the principal or vice principal.

Grades 11 & 12

1. Responsible for the academic counseling of students assigned to him/her.
 - a. Implements the general guidelines of the school regarding guidance and counseling, and applies them as best fits students' needs.
 - b. Provides referral sources for students who need outside agencies for assistance with problems (personal, health or drug related).
 - c. Authorizes schedule changes where deemed appropriate and enters changes into computer system.
 - d. Advises returning students regarding course selections to ensure proper placement in classes.
 - e. Meets with individual students regularly who are doing poorly as evidenced by unsatisfactory progress reports and/or report cards.
 - f. Compiles and maintains a comprehensive file of student development over four years, including test results, report cards, progress reports, and other pertinent data.
 - g. Does individual follow-up, where necessary, regarding the interpretation of test results.
 - h. Resolves schedule conflicts during the school year.
 - i. Schedules and facilitates parent-teacher conferences.
2. Meets with parents and students on a drop-in basis before school, at break and lunch, and after school. Other meetings are by appointment.
 - a. Maintains office hours before the start of the academic year and between the end of school and the beginning of summer school as directed by the vice principal.

- b. Is available to students during assigned hours and by appointment to discuss concerns.
- 3. Conducts admissions interviews with administrative cabinet.
- 4. Assists in yard supervision and serves as back-up Dean as needed.
- 5. Disseminates college information in both individual and group sessions to students and parents including the College Night program for all students.
 - a. Orders all appropriate forms for college counseling (i.e. SAT/ACT registration materials and UC/CSU applications)
 - b. Coordinates the availability of college catalogs.
 - c. Schedules college visits for appropriate students
 - d. Regularly updates and maintains information regarding college, career and military options for students with in the counseling office.
 - e. Maintains up-to-date financial aid and scholarship information for colleges as well as off-campus sources of scholarship and grant money.
 - f. Monitors graduation requirements
 - g. Coordinates nominations/applications for award programs such as Bank of America and National Merit, etc.
 - h. Writes recommendations as requested.
 - i. Attends UC/CSU annual conferences to stay current with admission policies.
 - j. Attends workshops on financial aid in order to remain current.
 - k. Coordinates Financial Aid Night in January
 - l. Orders and disseminates financial aid forms (FAFSA) to interested seniors.
 - m. Tallies and distributes census for senior class as to their future plans after high school.
 - n. Tallies and disseminates scholarship award amounts to be announced at the Senior Farewell Night.
- 6. Plans, schedules and implements an annual Career Day.
- 7. Performs other duties as assigned by the principal or vice principal.

B. High School Character Education Director

The Character Education Director is appointed by the Principal for the coordination of the Character Counts and overall character building programs within the school. The responsibilities are as follows.

1. Establishes an annual program of instruction and events with faculty, staff and student involvement in the Character Counts! program. Updates the program to assure compliance with both missions and goals of the school and the Character Counts! program.
2. Promotes publicity for Character Counts! events which includes public address announcements, posters, etc.
3. Coordinates with the Dean a disciplinary guidance program using Character Counts! to encourage students in their growth toward self-direction through both preventative and self corrective measures.
4. Coordinates with the Activities Director for the involvement of Student Council and clubs in participation in Character Counts! events. Coordinates with the Activities Director for the preparation of facilities for rallies, performances, special events, and Character Counts! assemblies.

5. Coordinates with the Athletic Director for the involvement of coaches and student athletes in participation in Character Counts! events. Assists the Athletic Director in the education and involvement of coaches in the Character Counts! program.
6. Develops and maintains a system of recognition of students that demonstrate the six pillars in the classrooms, on campus and at special events. Works with the Vice Principal at acknowledging those persons at the honors assembly each semester.
7. Solicits student and faculty involvement in Character Counts! events.
8. Keeps updated files on all events and activities related to the Character Counts! program.
9. Solicits faculty involvement in:
 - a. Using the Character Counts! system in classroom participation and management
 - b. Nominating deserving students for recognition
 - c. Educating students in the importance of the six pillars in their lives.
10. Prepares appropriate information and forms for the school brochure and for parent newsletters.
11. Consults with the Principal in administration of the Character Counts! program.
12. Performs any other duties assigned by the Principal.

C. High School Assistant Dean of Students

The Assistant Dean of Students is appointed by the Principal to assist the Dean of Students for the general discipline and Christian conduct of the student body.

1. Provide supervision of students before and after school in front of the school..
2. Assist in daily break and lunch supervision.
3. Assist the Dean in maintaining dress code on campus.
4. Provide assistance to the Dean at activities, dances, liturgies and athletic events.
5. Attend and supervises at activities, dances, and athletic events that the Dean cannot attend.
6. Assist and maintain order in the hallways.
7. Assist in checking the restrooms for behavior problems
8. Assist in supervising students in assigned areas of the campus during potential problem times.
9. Assist in the supervision of the student's section at C.I.F. play-off games.
10. Conduct regular Dean's Detention. Conduct Saturday Dean's Detentions as assigned by the Dean (Not to exceed 50% of Saturday Detentions.)
11. Assists the Dean in collecting PSH Signed Agreements. Assists in the suspension of those who do not return them.
12. Assists the Dean in conferring with students and their families in case of excessive absence, tardies or serious disciplinary matters.
13. Assists the Dean in dealing with disciplinary matters the teachers refer to him and discipline outside the classroom.
14. Performs any other duties assigned by the Principal or the Dean.

D. High School Department Chair

Instructors in the same subject matter fields are organized into curricular departments: Religious Studies, English, Foreign Language, Mathematics, Science, Social Studies, P.E./Health, and Fine Arts. The chairperson is responsible to the Vice Principal for the implementation of the school's goals and objectives and the development of department and course objectives and course descriptions. The Department Chairpersons meet monthly as a group, for Curriculum Committee meetings. Their responsibilities are as follows:

1. Supervises the professional staff in their department through regular class visitation and evaluates teacher performance once per semester.
2. Shares information regarding trends in the field and implications for growth within the department.
3. Cooperates with other departments, the Principal and the Vice Principal in building an effective instructional program.
4. Provides resources for the department through his/her continually reviewing the literature, attending professional meetings and consulting with colleagues.
5. Develops the department budget and supplies order and submits it to the Principal for approval.
6. Strives to improve the quality of instruction on all subjects taught in the department.
7. Call at least one department meeting a month:
 - a. To exchange ideas or teaching methods, teaching devices, etc. and to materially assist each other in improving professionally;
 - b. To work out time schedules so that all classes achieve reasonable uniformity in covering the course of study each semester;
 - c. To prepare uniform quarterly and semester exams;
 - d. To strive for uniformity in grading;
 - e. To discuss textbook changes every five years.
 - f. To submit a written report of the meeting to the Vice Principal the day after the meeting is held.
8. Assists Vice Principal in orientation of new teachers.
9. Sees that all within the department follow the course of study.
10. Knows what instructional materials are available for the subject; to pass this information to the teachers; and if necessary to allocate these materials.
11. Maintains inventory by subject/grade of audiovisual items that have been approved for department use.
12. Reviews the grades given by the teachers in the department.
13. Makes an annual inventory of all materials that belong to the department.
14. Makes recommendations to the Vice Principal regarding assignment of teachers of classes.
15. Advises the librarian in the selection of books and materials for the library.
16. Responsible for the dispersal and control of equipment and supplies pertinent to the department.
17. Performs any other duties assigned by the Principal or Vice Principal.

E. High School Master Teacher

Master Teachers are appointed by the principal for the purpose of individualizing the orientation of faculty members who are new to Sample High School. Master Teachers work under the direction of the Vice Principal.

1. Each Master Teacher assists a new teacher in developing organizational skills, setting up and maintaining a grade book, developing and following lesson plans, organizing the classroom, beginning and ending the class, accomplishing the paperwork required of teachers, following attendance procedures, and so forth. This will be accomplished more by sitting and talking with the new teacher than by overseeing that the teacher meets these organizational responsibilities.
2. Keeps the new teacher informed about the various schedules of the school, upcoming events, and deadlines to be met (e.g., progress reports, rallies, assemblies, failure notices, etc.).
3. Makes the new teacher aware of the various policies of the school, especially as contained in the Student Handbook, the Faculty Handbook and other sources (e.g., morning tardy procedures, reporting dress code violations, etc.).
4. Gives support and encouragement to the new teacher, answer questions, is available to help, and gives advice about classroom discipline, instruction and methodology, use of audiovisual equipment, and classroom management.
5. Supports the school's philosophy and policies and helps the new teacher to understand and support them by answering and explaining policies.
6. Meets with the new teacher on a regular basis, perhaps once each week, visits periodically in the classroom (before, during, or after school), helps the new teacher to understand teacher responsibilities, gives positive reinforcement. Works to include the new teacher as a member of the Sample family, and communicates with the Vice Principal as needed.

F. High School Technology Manager

The Information Systems Manager is selected by the Principal and reports directly to him. The Manager is responsible for the maintenance and operation of all of the information systems on campus, including hardware and software. The specific responsibilities are as follows:

1. Maintains the system(s) used in the Finance Department. Provides advice and back-up support when needed, as well as reports when they are required.
2. Maintains the school system(s) including those used for Attendance, Grading, and Scheduling.
3. Provides reports, lists, and labels when required in those areas and technical advice and direction as requested.
4. Insures the proper functioning of the various PC's on campus including those used in the computer labs, classrooms, teachers' workrooms, and offices.
5. Coordinates, maintains, and repairs all of the information systems in the Library including network, multi-media single user computers, laser discs, and other computers.
6. Provides technical assistance to the Alumni/Development Office and maintains the system used in that department.

7. Assesses the need for other information systems and programs needed on campus, both hardware and software, and makes recommendations to the Principal for the purchase, installation, and use of such systems. Examples would include the needs of the Bookstore and Academic Departments.
8. Provides training, in-service opportunities, and advice to faculty and staff regarding the computer systems on campus.
9. Coordinates the purchase of all hardware, software, supplies, repair, or other services related to any computer system on campus. All requests for expenditure will be submitted to the Principal for consideration and approval.
10. Develops, and submits for approval, an annual budget for all operating expenses, equipment maintenance, training, and hardware and software acquisition.
11. Coordinates the use of the computer systems and schedules usage. Holds meetings with the personnel responsible for various departments for the purposes of disseminating information and solving problems.
12. Collects Computer Access Release Form from students and publishes list of students who may not use Internet or other online services.
13. Performs any other duties assigned by the Principal.

G. High School Class Moderators

The Class Moderators shall be appointed by the Principal to oversee the smooth functioning of class activities. They report to the Activities Director.

1. Supervises class meetings.
2. Approves all class activities in conjunction with the Activities Director.
3. Assures that all meetings or activities of the class are properly chaperoned. They must personally attend these activities; for larger social events, they should arrange for additional chaperons.
4. Obtains all necessary permission before any class activities take place and clears all dates for these activities with the Activities Directors. No class activity may take place on or off campus without the permission of the Activities Director.
5. Obtains permission from the Activities Director for all fund raising activities or use of class funds.
6. Supervises the collection of class monies for an immediate deposit of these funds into the school account.
7. Submits purchase orders/check requests for all class activities to the Activities Director.
8. Files reports as requested by the Activities Director.
 - a. Deposits with the Finance Office all dues and other monies collected for the proper crediting to their account;
 - b. Submit moderator pre-approved check requests for the use of funds to the Finance Office.
 - c. Keeps an accurate account of all money collected and spent;
9. Submits purchase orders/check requests to the Finance Office for prior approval and recording. Requests will be taken to the Principal for final approval and processing.
10. Gives prior approval for their class announcements.
11. Provides for the proper care and maintenance of any facilities used.
12. Assures that proper attire and appropriate behavior is enforced for all class activities.

13. Follows all procedures and guidelines as directed by the Activities Director.
14. Performs any other duties assigned by the Principal.

H. High School Club and Organization Moderators

The moderator shall be appointed by the Principal to oversee the smooth functioning of the club and organization activities. They are responsible to the Activities Director.

1. Supervises club and organization meetings and pre-approves all activities for their club or organization.
2. Makes all arrangements for and supervises the election of officers for their club or organization.
3. Assures that all meetings or activities of the club or organization are properly chaperoned. They must personally attend activities; for larger social events, they should arrange for additional chaperons according to established school policy.
4. Obtains all necessary before any activities takes place and clears all dates for activities with the Activities Director. It is the responsibility of the club and organization moderators to see that the activities of their club or organization are properly reported to the Activities Director. No club or organization activities may take place on or off campus without the permission of the Activities Director.
5. Obtains permission from the Activities Director for all fund raising activities or use of funds.
6. Supervises the collection of club or organization dues and other financial collections.
7. Submits purchase orders/check requests for all group activities and purchases to the Activities Director.
8. Provides for the immediate deposit of all monies.
 - a. Deposits with the Finance Office all dues and other monies collected for the proper crediting to their account;
 - b. Submit moderator pre-approved check requests for the use of funds to the Finance Office.
 - c. Keeps an accurate account of all money collected and spent;
9. Submits purchase orders/check requests to the Finance Office for prior approval and recording. Requests will be taken to the Principal for final approval and processing.
10. Files reports as requested by the Activities Director.
11. Gives prior approval for club or organization announcements.
12. Provides for the proper care and maintenance of any facilities used.
13. Assures that proper attire and appropriate behavior is enforced for all club or organization activities.
14. Follows all procedures and guidelines as directed by the Activities Director.
15. Performs any other duties assigned by the Principal.

I. High School Performance Groups Moderators

The Performance Groups Moderators are appointed by the Principal to directly supervise the group and their public performances. They work closely with the Athletic Director. These moderators are responsible to the Athletic Director for the quality and the appropriate content of their performances. These moderators include: Drill Team Moderator, Pep Squad Moderator.

The Drama Production Moderator, Choir Moderator, and Band Moderator are responsible to the Fine Arts Chair and the Vice Principal.

1. Selects and supervises the members of the performance group.
2. Prepares and adheres to the total budget for their performance group.
3. Obtains permission from the Athletic Director for all fund raising activities and use of group funds.
4. Coordinates the fundraisers of the organizations and the immediate deposits of all funds with the Business Manager.
5. Submits all purchase orders/check requests to the Athletic Director.
6. Supervises the groups at all performances, practices and activities.
7. Communicates all practices and related schedules to students, parents, and the Athletic Director.
8.
 - a. Deposits with the Finance Office all dues and other monies collected for the proper crediting to their account.
 - b. Submit moderator pre-approved check requests for the use of funds to the Finance Office.
 - c. Keeps an accurate account of all money collected and spent.
9. Submits purchase orders/check requests to the Finance Office for prior approval and recording. Requests will be taken to the Principal for final approval and processing.
10. Performs any other duties assigned by the Principal.

J. High School Yearbook Moderator

The yearbook moderator is appointed by the Principal to oversee the production of the school annual. The moderator is responsible to the Vice Principal.

1. Recruits, selects and trains staff members.
2. Prepares and adheres to the total budget for the publication of the school annual.
3. Coordinates with the publisher regarding prices and deadlines.
4. Coordinates the fundraisers of the organizations and the immediate deposits of all funds with the Business Manager.
5. Submits all purchase orders/check requests to the Business Manager.
6. Directly supervises the student staff members within the guidelines of the school.
7. Performs any other duties assigned by the Principal.

K. High School Newspaper Moderator

The newspaper moderator is appointed by the Principal to oversee the production of the school newspaper. The moderator is responsible to the English Department Chairperson and the Vice Principal.

1. Prepares and adheres to the total budget for the publication of the school newspaper.
2. Recruits, selects and trains staff members.
3. Coordinates with the publisher regarding prices and deadlines.
4. Supervises the student staff members within the guidelines of the school.
5. Performs any other duties assigned by the Principal.

III. NON-TEACHING STAFF

A. Principal's Secretary/Admissions Coordinator

The Principal's Secretary is appointed by the Principal to assist the Principal with school correspondence and the smooth operation of the school.

1. Types and handles correspondence for the Principal.
2. Screens the Principal's office calls and correspondence.
3. Edits, types, and distributes the monthly Parent Newsletter and Calendar.
4. Handles the incoming mail and distribution of same.
5. Types all of the teacher's contracts for Principal.
6. Creates a teacher professional file for all new teachers.
7. Maintains and keeps up-dated teacher's professional file for Principal.
8. Types the Annual Secondary School Census.
9. Types the Teacher's Master Schedule.
10. Maintains all files for the Principal.
11. Organizes the articulation with parish bulletins, feeder schools; eighth grade visitations and Open House.
12. Collects eighth grade records and recommendations as well as parish recommendations for the evaluation of ninth grade applicants.
13. Handles all admissions related correspondence.
14. Types necessary forms and letters for the school as needed throughout the year.
15. Performs any other duties assigned by the Principal.

B. School Secretary/Accounts Receivable

1. The School Secretary/Accounts Receivable is responsible to the Principal for the smooth operation of the cash income and telephone system in the school. She is responsible for the collection and record keeping of tuition and other income accounts such as the bookstore.
2. Handles incoming and outgoing phone calls for the school.
3. Keeps a daily log of all early dismissals.
4. Accepts all over-the-counter monies giving receipts for all cash received. These monies include field trip fees, roter bus fees, prom bids, winter formal bids, senior dinner tickets, grad nite bids, athletic banquet tickets, etc.
5. Gives general information to parents, students, faculty, staff and general public.
6. Distributes admissions packets and explains procedures.
7. Orders various office stationary and testing answer keys.
8. Handles all student ledgers for tuition and fees.
9. Post tuition in ledger and keeps ledger up-to-date daily.
10. Assists with mailing of tuition statements.
11. Assists with the implementation of the tuition assistance program.
12. Keeps honor roll bulletin board up-to-date.
13. Coordinates staff and booster volunteers who staff various locations at games and other extra curricular functions.
14. Recruits and orientates professional security for all home athletic functions, graduation, and other events as required by the Principal.
15. Assists with preparing deposits and counting of monies for bank deposits.

16. Handles the maintenance and upkeep of all school duplication equipment.
17. Schedules substitute teachers in the absence of the vice principal.
18. Performs any other duties assigned by the Principal and Business Manager.

C. Librarian

The Librarian is the administrator of the library and is responsible to the Vice Principal.

1. Establishes the policy of the library with the advice of the Vice-Principal.
2. Develops the library budget and submits it annually to the Vice Principal for approval.
3. Decides the selection of instructional materials, having consulted with the faculty through the department chairpersons.
4. Classifies and catalogs the instructional materials available through the library.
5. Provides group training in the use of the library through the 9th grade English classes; assists other departments in group training as necessary.
6. Maintains website bulletin board, teacher homework and calendar.
7. Supervises the use of the audio-visual equipment and materials and maintains an up-to-date inventory.
8. Provides the faculty with information regarding the availability of services in the library.
9. Submits overdue book list to dean and business manager one week before final exams each semester.
10. Suspend daily newspaper subscriptions during vacations.
11. Provides backup clerical support for main office as directed by the Business Manager.
12. Performs any other duties assigned by the Principal.

D. Registrar

The Registrar is responsible to the Vice Principal in assisting in the care and maintenance of the school records.

1. Issues all transcripts requested by students and other schools.
2. Prepares and maintains up-to-date permanent records and GPA sheets for every student.
3. Maintains a cumulative folder for each student including test scores, report cards, health records and emergency cards.
4. Transfers credit and grades from previous high schools and/or summer school to permanent record card and computer file.
5. Requests an official transcript from previous school for transferred students.
6. Keeps transcript verification from other schools on file.
7. Removes incomplete grades and makes grade changes on transcript and computer.
8. Assists Vice Principal in preparing grade reporting sheets.
9. Inputs and verifies grades for report cards.
10. Runs report cards and assists with preparation for mailing.
11. Prepares labels, student-info lists, grade sheets, verifying grade sheets, report cards for each quarter semester.
12. Keeps accurate records of students' additions and withdrawals during the school year and notifies appropriate school personnel.
13. Keeps accurate count of the school's enrollment.
14. Fills out "good student" insurance forms.

15. Sets up files for incoming freshman and transfer students.

Attendance

1. Processes students returning from an absence of one day or more if the student has no parental note of clearance, when the Dean of Students is not available.
2. Serves as the Attendance Office receptionist by servicing the window clientele, as necessary, to readmit students and get clearance for student absence.
3. Checks on daily student absentees by telephoning the parents.
4. Refers students with truancies, unexcused absences, tardiness, and forged notes to the Dean of Students.
5. Refers student and parents to the Dean of Students in the event of long term medical absences or Authorized Family Absences.
6. Assists the Dean of Students in verifying and correlating student absent notes and actual absences.
7. Scans attendance sheets daily according to the established schedule and collects them when student office workers are absent.
8. Generates the daily Master Attendance Report including absent verification.
9. Makes readmit slips for absent students.
10. Provide attendance rosters/teacher folders to mailboxes at end of each day.
11. Generates weekly Excessive Absence Reports.
12. Tracks scan sheets, notifying Dean of Students of missing records.
13. Responsible for printing and maintaining current class rosters for faculty as needed.
14. Performs any other duties assigned by the Principal or Vice Principal.

E. Plant Manager

The Plant Manager is appointed by the Principal to assist in the identification and resolution of plant maintenance problems. The Plant Manager is responsible to the Principal for approval of all plant enhancements.

1. Provides the faculty with a process of reporting maintenance concerns.
2. Supervises and works with the Maintenance Crew.
3. Provides for the general maintenance of the plant facility, making recommendations for major repairs where needed and handling minor repairs on a priority basis.
4. Assists with the financial control of the school in supervising the account expenditures of utilities, buildings and maintenance.
5. Maintains an inventory of all school equipment.
6. Performs any other duties assigned by the Principal.

F. Maintenance Crew

The custodians, under the Plant Manager, shall be in charge of regular maintenance of the campus.

1. Upkeeps and provides for the cleanliness of all buildings and corridors on campus.
2. Cares for the lawns, hedges, and plants on the entire campus property.
3. Repairs the school buildings, classrooms and grounds.
4. Performs any other duties assigned by the Principal.

IV. OTHER ATHLETIC JOB DESCRIPTIONS

A. Assistant Athletic Director

The assistant athletic director has a special responsibility to assist the athletic director to ensure that the athletic program is a clear reflection of the Catholic Christian philosophy of the school in all aspects. The assistant athletic director:

1. Carries out school policies in all athletic matters.
2. Reports directly to the athletic director.
3. Represents the athletic director in all aspects of the athletic program in his/her absence.
4. Performs any other duties assigned by the athletic director.

B. Coaching Duties

All coaches have the responsibility to ensure that their part of the athletic program is a clear reflection of the Catholic Christian philosophy of the school. All coaches are responsible for fulfilling the following coaching duties. Each coach:

1. Upholds and implements the philosophy of the school and the athletic program.
2. Serves as a good Christian role model for his/her players.
3. Exhibits exemplary behavior and respect toward all involved in the school and athletic program.
4. Establishes a positive relationship with members of his/her team.
5. Avoids any form of physical or verbal abuse, including profanity.
6. Encourages teamwork and sportsmanship among athletes.
7. Meets with the principal at the beginning of each year.
8. Works with the athletic director for the best possible athletic program the school can offer.
9. Exercises prudence, courteousness and a positive spirit in his/her association with the game officials and opposing team coaches.
10. Attends all practices and games. Is punctual.
11. Insists that athletes conform to the discipline code of the school.
12. Insists that athletes dress in appropriate and modest practice and game attire.
13. Documents injuries/accidents which occur during practices/games.
14. Documents discipline infractions of athletes. Reports infractions to his/her respective head coach.
15. Maintains current first aid and CPR certification.
16. Passes a TB skin test.
17. Completes all paperwork (fingerprints, first aid and CPR certifications, child abuse reporting form, TB skin test, W-4 form, I-9 form, emergency medical card, coach signed agreement, employment agreement) prior to any coaching contact with athletes. Submits all paperwork to the athletic director.
18. Administers first aid in accordance with the training acquired.
19. Attends required league meetings.
20. Performs any other duties assigned by the athletic director.

C. Varsity Head Coach

The varsity head coach has a special responsibility to ensure that all aspects of his/her team reflect the Catholic Christian philosophy of the school. The varsity head coach supervises the conduct of assistant coaches and team participants. The varsity head coach:

1. Strives to implement the philosophy of the school's athletic program.
2. Carries out school policies on his/her team.
3. Reports directly to the athletic director.
4. Supervises all assistant coaches as to professionalism, ethics, adherence to school, CIF, CAA, and league policies.
5. Exercises complete authority over the varsity system during the entire season of a sport.
6. Confers with the athletic director on a regular basis and on his/her advice, arranges for the details, procedures and mechanics of his entire varsity system so as to ensure that there will exist a uniform and definite policy for the proper functioning of that particular activity.
7. Delegates various tasks and assignments to assistant coaches and student managers.
8. Submits team rosters to the athletic director.
9. Maintains in safe and working order all equipment and facilities pertaining to his/her particular sport.
10. Makes certain that all facilities used by their teams are secured during and after all practices and games. They will be held liable for all resulting occurrences due to any violations.
11. Reports all defects in equipment and facilities to the athletic director.
12. Purchases and stores uniforms and equipment.
13. Exercises responsibility for the coaches' office, locker room, showers, and all other facilities in any way connected with his/her sport.
14. Assigns competent game staff (e.g. chain crew, scorers, timers) for varsity contests.
15. Collects paperwork (permission form, medical release, emergency card) from each athlete before allowing him/her to participate in any manner and forwards paperwork to athletic director.
16. Takes each athlete's emergency card to the practice/game site.
17. Is accountable for the conduct of players at all times, especially traveling to and from games.
18. Keeps a log in his/her office in which any and all injuries during practices and games are to be recorded. Fills out an injury report form (time, cause, extent of injuries, and action taken by the coach) to be turned into the business office.
19. Checks with the athletic director before allowing a transfer student to participate in a sport in order to verify eligibility.
20. Reports all dropouts from a sport to the athletic director, who in turn will notify the vice-principal.
21. Avoids running up scores.
22. Reports scores of all games and statistics to the Daily Breeze and LA Times in a timely manner.
23. Determines awards to be given at the end of the season.
24. Performs any other duties assigned by the athletic director.

D. JV/Frosh Head Coach

The JV/frosh head coach has a special responsibility to ensure that all aspects of his/her team reflect the Catholic Christian philosophy of the school. The JV/frosh head coach supervises the conduct of assistant coaches and team participants. The JV/frosh head coach:

1. Strives to implement the philosophy of the school's athletic program.
2. Carries out school policies on his/her team.
3. Reports directly to his/her varsity head coach.
4. Supervises all assistant coaches as to professionalism, ethics, adherence to school, CIF, CAA, and league policies.
5. Confers with his/her varsity head coach on a regular basis.
6. Delegates various tasks and assignments to assistant coaches and student managers.
7. Maintains in safe and working order all equipment and facilities pertaining to his/her particular sport.
8. Reports all defects in equipment and facilities to his/her varsity head coach.
9. Assigns competent game staff for JV/frosh contests.
10. Takes each athlete's emergency card to the practice/game site.
11. Is accountable for the conduct of players at all times, especially traveling to and from games.
12. Avoids running up scores.
13. Determines awards to be given at the end of the season.
14. Performs any other duties assigned by his/her varsity head coach.

E. Assistant Coach

The assistant coach has the responsibility to ensure that all aspects of his/her team reflect the Catholic Christian philosophy of the school. The assistant coach:

1. Strives to implement the philosophy of the school's athletic program.
2. Carries out school policies on his/her team.
3. Reports directly to his/her head coach.
4. Confers with his/her head coach on a regular basis.
5. Reports all observed injuries/accidents to the head coach.
6. Reports all defects in equipment and facilities to his/her head coach.
7. Performs any other duties assigned by his/her head coach.

V. BOARD AND COMMITTEES

A. Administrative Board

The Administrative Board acts as an advisory committee to the Principal, on policy changes and meets on alternate weeks to evaluate and facilitate the normal operation of the school. The members of the Administrative Board are:

- Principal (Chair)
- Vice Principal
- Assistant Principal
- Dean of Students

B. Administrative Council

The Administrative Council acts as an advisory body to the Principal and meets on alternate weeks to evaluate and facilitate the normal operation of the school. Members report on their areas of supervision. The members of the Administrative Council are:

- Principal (Chair)
- Vice Principal
- Assistant Principal
- Dean of Students
- Campus Ministry/Christian Service Director
- Activities Director
- Athletics Director

C. Consultative School Board

The Board is established to assist the President and Principal by providing advice and counsel particularly in the following areas:

1. Strategic Planning
 - a. To assist in formulating strategic goals for the long-term direction of the school;
 - b. To assist in formulating the school mission statement.
2. Policy Formulation
 - a. To provide advice and counsel with regard to policies in areas determined by the administrative officer.
3. Evaluation of plans, mission effectiveness, and Board self-evaluation.
4. Institutional Advancement/Development
 - a. To provide advice and assist with the establishment and maintenance of comprehensive programs of institutional advancement;
 - b. To provide advice, counsel and resources (e.g., donations, introductions to prospective funders such as foundations, benefactors, businesses, etc.) respective to identifying and securing funds;
 - c. To enhance the image, enrollment, and financial viability of the school.
5. Financial Planning and Financial Management
 - a. To provide advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring, and financial reporting.
6. Communication and Mission Enhancement
 - a. To provide advice and counsel with regard to communicating school policies and activities to the various school constituencies;
 - b. To provide advice and counsel with regard to both mission effectiveness and mission enhancement.

The Board has no authority for formulating policies separate from the Superintendent and the school's administrative officer. The Board does not have responsibility for determining the amount of Archdiocesan financial support of the school and has no responsibility with regard to school curriculum, staff/personnel, or students.

D. Evaluative Council

At the beginning of each school year, each school establishes an evaluative council which deliberates on the non-renewal of contracts for full-time teachers during and beyond their third year of employment. The evaluative council is composed of the following members:

- Principal (non-voting member);
- Vice-principal;
- One administrator appointed by the principal;
- One faculty member elected by the faculty;
- One alternate faculty member elected by the faculty.

The elected faculty member must have a minimum of three years' teaching experience at the school. Membership on the evaluative council is restricted to those who do not have family members on the certificated staff. If the non-renewal of the contract of any member of the evaluative council is subject to review, the principal will make an appropriate substitution for that member on the council. The names of the members of the evaluative council are to be sent to the Department of Catholic Schools together with the school census.

E. Curriculum Committee

The Curriculum Committee is an advisory and consultative body to the Principal. The committee studies the needs of the school in the area of Curriculum Development. The members of the committee are:

- Vice Principal (Chair)
- Principal (Ex Officio)
- Assistant Principal
- Academic Counselor(s)
- Department Chairs

F. Admissions Board

The Admissions Board reviews the applications of prospective students and enforces the admission policies. The members of the Admissions Board are:

- Principal (Ex Officio)
- Vice Principal (Chair)
- Counselor(s)
- Any Faculty Member appointed by the Principal

G. Discipline Board

The Discipline Board reviews disciplinary cases of individual students. The members are:

- Vice Principal (Chair)
- Dean of Students, (advisor with no vote)
- Two permanent Faculty Members elected by the faculty (one alternate name must be on file)
- Faculty member appointed by the Principal

- One Faculty Member chosen by the student council for the year (with a vote).
- All faculty members on the discipline board must have a minimum of two years' teaching experience at the school.

H. Parent/Teacher Organization

The parents and staff at the scheduled meeting in May of each year elect the PTO Board members. The PTO Board serves to organize and coordinate the events sponsored by the parents of Sample High School. All functions and expenditures recommended by the PTO Board are subject to the approval of the Principal.

I. Athletic Booster Club

The Athletic Booster Club involve parents and others in support of the student athletes at Sample High School. They assist the school in conducting athletic related events. All funds raised through them are property of the school. All expenditures are subject to the approval of the Principal.