



St. Bernard of Clairvaux Catholic School is a ministry of St. Bernard of Clairvaux Catholic Community. As such St. Bernard Catholic School falls directly under the administration of the Pastor of the parish. St. Bernard Catholic School is a parochial school within the Catholic School System of the Diocese of Dallas.

The Principal at St. Bernard Catholic School oversees and coordinates all academic aspects of the school, including management and formation of teachers and staff members, development of curriculum, oversight of student discipline, coordination or recruitment and retention activities, management of student interventions, program design and coordination and spiritual guidance and growth of all members of the School.

The School Principal is a member of the Parish Staff of St. Bernard of Clairvaux Catholic Community and may be expected to undertake other duties as related to school and parish coordination as necessary.

Duties and Responsibilities include:

- Hiring and management of teachers and staff members
- Coordination and recruitment of volunteers
- Teacher training, formation and development
- Relationship management with parents, students and the surrounding community
- Development and implementation of school vision and goals
- Development of curriculum
- Administrative duties and record keeping
- Works with marketing and merchandise groups to promote St. Bernard of Clairvaux Catholic School
- Oversight of school volunteer committees
- Oversight of teacher-level committees
- Scheduling
- Textbook selection and updates
- Financial oversight of elementary school purchases
- Updates and maintains online presence and information regarding elementary school
- Collaborates closely with St. Bernard of Clairvaux School Advisory Council
- Participates in monthly Parish Staff Meetings and in other functions requiring attendance of Parish Staff
- Monthly reports and presentations to various committees
- Meets with the Pastor on a regular basis (almost weekly)



Particularly responsible for:

- Formation and Relationship Management (60% of time): Develops and forms teachers academically and spiritually; recruits volunteers and channels their assistance appropriately; properly and appropriately addresses conflicts; manages student wellness and discipline, maintains strong relationships with the Dallas community, acts a representative of St. Bernard of Clairvaux Catholic School at events and celebrations.
- Scheduling and Administrative Duties (20% of time): Maintains communication with parents, students, and teachers; deals with vendors and program updates; updates website information, hires staff members, arranges responses to issues and problems.
- Student programing and wellness (20% of time): Develops and helps implement curriculum, goals and vision for student wellness, facilitates program selection and formation, assists with student issues.

