

***Job Description
St. Ann Catholic School
Belcourt, ND
School Principal
2025-2026***

The School Principal, under the direction of the Pastor, and in consultation with the school board functions as the school's spiritual and academic leader fostering Catholic Identity in accordance with the school's mission to inspire exceptional student achievement by teaching the total person and fostering the following of Christ in an environment guided by the Gospel spirit, as taught by the Catholic Church. In addition, the principal is responsible for supporting the Diocese of Fargo in its mission to evangelize and catechize youth in a Catholic School environment.

The principal reports to the Pastor of St. Ann's Catholic Church and anyone else designated by him. The principal's responsibilities are based on the following areas of the mission of Catholic Education:

***Catholic Identity, Faith Formation and Mission
Leadership and Management
Academic Excellence, Curriculum and Instruction
Operational Vitality, Communication and Community Relations***

The principal oversees all personnel assigned to the school, including but not limited to teachers, hourly staff and volunteers. The principal is responsible for establishing, demonstrating and promoting the highest standards and expectations for academic performance, behavior and spiritual growth of all students, as well as directing and nurturing all members of the school staff. Additionally, the principal works with the school parents and guardians, who are recognized as the primary educators of their own children.

OVERVIEW

The principal will:

Catholic Identity, Faith Formation and Mission:

- Build and maintain a positive Catholic culture and environment in the school.
 - Model, foster, and uphold the teachings of the Catholic faith
 - Demonstrate respect and dignity to students, staff, and parents
 - Ensure a Christ-Centered learning environment
 - Be effective in the selection and development of role models of the Catholic faith
- Lead the community in worship, prayer, and service
 - Provide regular opportunities for the school community to experience prayer and the sacraments
 - Participate and work with the parish community as an integral ministry of the parish
 - Provide ongoing faith formation of teachers and staff in consultation with Pastor/Chaplain
- Provide a high-quality religious education program
 - Implement with teachers the religion curriculum expectations set forth by the Diocese of Fargo
 - Ensure the integration of Catholic teachings and values into all aspects of school life, including classroom instruction, extracurricular activities, and interactions among students and staff.

Leadership and Management

- Provide vision, leadership, and strategic direction to the school in alignment with the mission and values

of the Catholic Church.

- Oversee daily operations of the school, including staff supervision, curriculum development, student discipline, and compliance with local and diocesan regulations.
 - Oversee discipline within the school using a school-wide positive behavioral intervention and support system
 - Promote the growth in virtue of students and staff
- Foster a positive school culture that respects the dignity of each student and encourages collaboration and community.
- Take ownership of issues within the school and oversee successful completion of appropriate solutions
- Recruit, select, supervise, and evaluate school personnel in accordance with the Catholic mission of the school
- Support and mentor faculty and staff through professional development, performance reviews, and ongoing feedback.
- Develop and maintain policies which are congruent with the Diocese of Fargo and which support the mission of the school
 - Understand and adhere to the policies and procedures as set forth by the Pastor and School Board
 - Ensure all volunteers and staff are properly oriented, assigned, and qualified to serve and have completed Safe Environment training

Academic Excellence, Curriculum and Instruction

- Implement and maintain high academic standards, ensuring a rigorous and supportive learning environment for students in grades Pre-K through 6.
- Inspire and lead the school community toward academic excellence
 - Create a comprehensive, rigorous, and viable curriculum across all grade levels
 - Ensure teacher and organizational time are focused to support quality instruction and student learning
 - Promote the use of the most effective and appropriate technologies to support teaching and learning
 - Ensure instructional practices are effective and meet the needs of all students
- Ensure that Catholic teaching and religious values are infused throughout the educational program
 - Foster and maintain a safe and orderly Christ-centered Catholic School environment
 - Ensure the Catholic faith is reflected in all school communications, co-curricular, and extra-curricular activities
 - Monitor fidelity to Catholic teachings in all subject areas
- Utilize data effectively to monitor and make changes in the instructional program
 - Develop assessment and accountability systems to monitor student progress
 - Guide staff to apply student achievement data to frame and measure student learning
- Develop programs to address the unique learning needs of students
 - Ensure that school resources, processes, structures and capacity are aligned to meet individual student needs
- Develop a professional learning community to support on-going professional and faith development of faculty and staff

- Foster a professional learning community that values life-long learning
- Encourage a positive mindset and high expectations for teachers to work collaboratively for the success of students
- Promote innovation, change, and collaboration in achieving the Catholic educational mission
 - Collaboratively establish a shared vision for the school with defined goals and inspire faculty to follow
 - Nurture and sustains a culture of collaboration, trust, learning, and high expectations

Operational Vitality, Communication and Community Relations

- Demonstrate effective stewardship of school resources through the development of both short-term budgets and long-term financial plans
 - Allocate, align and efficiently utilize all school resources effectively
 - Oversee and monitor financial responsibilities of the school
- Take an active role in the fundraising efforts of the school
- Create innovative marketing strategies to promote the school and its mission to a variety of stakeholders
 - Promote the value of Catholic school education to the wider community
 - Communicate to families consistently on school events, opportunities, successes and areas of concern
- Ensure the safety of the school through strategic facilities management
 - Ensure the maintenance and safety of the school building
 - Develop, monitor and adjust long-range facility planning
- Initiate, monitor, and evaluate the strategic planning process to fulfill the school's mission and position the school for the future
 - Monitor strategic planning effectively with strategic thinking and be able to make corrections and revisions as warranted
 - Create, implement, monitor, and evaluate school improvement plans
 - Make decisions that are well timed, and based on adequate, reliable data
 - Positively influence relationships between school, parish, and community
- Develop appropriate communication strategies to ensure the Pastor, School Board, and Parish Community are informed about the school

Qualifications:

- Be a Practicing Catholic in full communion with the Church
- Be a licensed teacher in the state of North Dakota
- Hold or be able to obtain the North Dakota Principal Credential
- Be able to articulate a vision of Catholic education, including its role within the structures and mission of the Church
- Possess excellent communication skills including written, verbal, public speaking, and presentation skills
- Possess excellent human relations and interpersonal skills to develop authentic relationships with current and prospective students, staff, and parents of the school community and with the local community at large
- Have the ability to collaborate and delegate responsibilities appropriately
- Have the knowledge and application of administrative, organizational, and technological skills,

processes, and procedures necessary for the administration of Catholic Schools

Routine Responsibilities:

- Ensure the daily safe operation of the school and the fulfillment of its faith-based educational mission
- Coordinate bus transportation with the part-time bus driver, including daily notifications from parents regarding absences, etc.
- Develop the school yearly and monthly calendars and weekly schedule, ensuring that the required standards of the state of North Dakota are met
- Open the building each morning around 7:45am
- Coordinate meals with Belcourt High School Kitchen and part time kitchen staff, as well as serving as the main contact person with the state school nutrition department
- Serve as administrator of the school database as well as being the person responsible for generating report cards
- Coordinate standardized testing with the teaching staff
- Work with the Belcourt School District to utilize Title money funds
- Write a monthly fundraising letter for the school, or coordinate this task with the Diocese of Fargo and St. Ann's Development Director
- Work on grants when possible and applicable
- Coordinate payroll and other financial matters with the parish business office
- Cover the office with the school secretary
- Ensure that the school is securely closed at the end of the school day in collaboration with the part-time maintenance person
- Order all supplies for cafeteria, maintenance, office and educational needs
- Provide agenda and minutes for monthly school board meetings and attend each meeting
- Annually review and update school handbooks and other documents
- Oversee school social media posts and website

Work Schedule:

- The Principal will work full-time, with hours following the school calendar. Generally, the principal's work schedule will consist of approximately 175 days from August until the end of May with summer hours as needed.
- Occasional evening or weekend work may be required for school events, meetings, and community involvement.

Compensation:

- Will be discussed at time of interview and is negotiable based on qualifications, experience and available resources.

Application Instructions:

Interested candidates should submit the following documents to St. Ann's School at 1115 Louis Riel Dr., PO Box 2020, Belcourt, ND 58316, or sacsbelcourt@gmail.com.

- A cover letter describing the applicant's reasons for applying for this position and qualifications.
- The St. Ann's Job/Employment Application including three references.