

POSITION TITLE: **Principal - Mercy High School, Middletown, Connecticut**

DEFINITION OF POSITION: Principal is responsible for the day to day operation and management of the school

ORGANIZATION STRUCTURE: Principal is accountable to the President

QUALIFICATIONS: Master's degree, advanced degree in Administration, administrative experience in Catholic Education, preferably in Mercy Education

SALARY: Negotiable

COMMENCE DATE: July 2012

RESPONSIBILITIES:

- In collaboration with the other administrators, furthers the mission of Mercy High School by creating a community where faith is strengthened and the values of a Mercy education are understood and practiced
- Creates and maintains a spirit of community and cooperation within the teaching-learning experience
- Works collaboratively with the other Mercy secondary schools through the Network for Mercy Education
- Strives to develop good public relations with parents, parishes and local communities
- Exercises oversight, and delegates as necessary, in the areas of:
 - Faculty meetings / staff development
 - New faculty orientation
 - Academic program
 - Athletics and extra-curriculars
 - Food service
- Recommends to the President
 - Hiring and termination of personnel
 - Admission and dismissal of students
- Supervises and evaluates the Vice-Principal for Academics, the Vice-Principal for Student Life, the Registrar, the Campus Minister and the Athletic Director.
- Authorizes expenditures in accord with approved budget
- Reports to state, diocesan and all outside agencies where applicable
- Shares the following responsibilities with the other administrators: calendar, handbooks, and administrative staff meetings

