MOUNT MERCY ACADEMY
JOB DESCRIPTION

Job Title: Principal
Department: Administration
Reports to: President

Job Summary: Mount Mercy Academy, an institution known for its tradition of excellence, is seeking a visionary and transformational Principal to lead its on-going pursuit of providing a world class Catholic education to girls in grades 9-12. The Principal reports directly to the President of the Academy who conducts the performance evaluation. The Principal participates as a member of the Administrative Team of the School.

Essential Functions, Duties, and Responsibilities: The Principal is responsible for the implementation of decisions, directives, and policies established by the Administration as it pertains to her/his duties and responsibilities. The Principal is responsible for all aspects of the day-to-day operation of Mount Mercy Academy. The Principal shall operate the school according to the policies and philosophy formulated by the Board of Trustees, and the Mercy Education System of the Americas (MESA).

General Responsibilities and Duties:

● Assure that the Philosophy, Mission, and Values of the Sisters of Mercy are realized at the Academy
● Be responsible for implementing the Philosophy, Mission and Values of the Academy within the context of the larger community, e.g. Mercy Education System of the Americas (MESA)
● Assist the President in providing vital input in short and long term strategic and operational planning for the Academy
● Share in the orientation of new members of the Board of Trustees
● Attend meetings, provide necessary reports, accept placement to standing committees as an ex-officio member of the Board of Trustees
● Represent Mount Mercy Academy at various school, social, civic, and religious functions
**Specific Responsibilities and Duties**

**Academic Life:**

- Is responsible for the instructional leadership at Mount Mercy Academy
- Coordinates the day-to-day operations of the Academy in the following departments: Academic, Attendance, Admissions, Cafeteria Services, and Maintenance
- Oversees the activities involving curriculum, extracurricular activities, and the grading system
- Schedules regular meetings with appropriate personnel
- Assists the development and interpretation of curriculum, adhering to the mandates of the New York State Board of Regents and Middle States Association
- Hires, assigns, defines and coordinates the duties and activities of faculty and appropriate support staff
- Collaborates with the President in the implementation of any major reorganization after consultation with the Board of Trustees
- Oversees the orientation of new faculty and staff members under her/his jurisdiction
- Provides for regular faculty meetings and the professional development of the faculty
- Provides for classroom supervision and evaluation of all the faculty
- Appoints the Assistant Principal, department chairpersons, and activity moderators

**School Operations:**

- Oversees the daily activities involving report cards, examination schedules, the design of the daily schedule, computer systems as they pertain to instruction, and the use of school vehicles
- Provides for the supervision and evaluation of all staff members under her/his jurisdiction
- Collaborates with the President in the development and implementation of appropriate regulations, employment policies, and programs
- Maintains lines of communication with parents, faculty, and staff
- Serves as liaison for the Parents Association
- Assumes responsibility for health and safety of all persons while on the Academy grounds
- Establishes the school calendar
• Participates with President as an active member of the Administrative Team in all efforts for the good of the school and the mission of Mercy Education
• Collaborates with the President in the progressive discipline process up to and including student dismissals and employee termination

**Finance:**

• Participates in the preparation of the institutional budget for academics
• Reviews the accounts and approves expenditures within the parameters of the yearly academic budget
• Leads school operations ensuring all policies and procedures are followed and in compliance with local, state, and federal law, in alignment with the strategic plan and in keeping with the Sisters of Mercy/MESA

**EDUCATION REQUIRED** (Minimum):

- Masters Degree
- **Preferred**
- NYS Certification in School Administration and Supervision

**EXPERIENCE REQUIRED** (Minimum):

- At least six years in secondary education
- Proven organizational management skills in complex educational settings; demonstration of a positive track record with enrollment, academic culture, school and staff improvement, and budgetary responsibility

**SPECIAL REQUIREMENTS NEEDED FOR POSITION:**

- Excellent verbal and written communication skills.
- Must possess good judgment and ability to see the “big picture” perspective of the organization.

**MENTAL DEMANDS OF THE POSITION:**

- Must have a good understanding of facility needs and usage, effective participation as a member of the school community, an ability to supervise, delegate, and effectively communicate to all constituencies of the Academy including the Board of Trustees. Must be able to handle multiple deadlines and prioritize.

**CONTACTS:**

- Staff, students, administration, parents, BOT members, Sisters of Mercy, vendors, and general public.

**WORKING CONDITIONS:** Normal office conditions

In addition to the essential job responsibilities will perform duties as assigned