



# Benilde-St. Margaret's

## Job Description

<b>Position title</b> Junior High Principal	<b>Incumbent(s)</b>
<b>Department</b> Faculty Administration - 101	<b>Reports to (Title)</b> President
<b>FLSA Status</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> %
<b>Application Instructions:</b>  Please send resume and cover letter to HR@BSMSchool.org	
<b>Position overview:</b> To serve as chief administrator of the junior high, assuming the overall responsibility of daily operations within the larger framework of BSM School. Support in word and action the mission and philosophy of the school. The following duties are representative, not all-inclusive.	
<b>Responsibilities to BSM as a Catholic School:</b> In order to provide leadership consistent with Catholic teaching, the position of Principal at Benilde-St. Margaret's School is expected to be a practicing Catholic in good-standing with the church.	
<b>Faculty:</b> <ol style="list-style-type: none"> <li>1. Recruit and hire teachers with the approval of the president.</li> <li>2. Provide new teacher mentoring.</li> <li>3. Provide faculty supervision, conduct regular faculty meetings.</li> <li>4. Promote faculty growth and encourage collegiality.</li> <li>5. Assist the athletic and activities director in hiring moderators for extra-curricular activities such as student council.</li> </ol>	
<b>Administrative:</b> <ol style="list-style-type: none"> <li>1. Lead the implementation of PBIS model.</li> <li>2. Lead student discipline processes.</li> <li>3. Create yearly master schedule including teaching assignments.</li> <li>4. Place students and create individual schedules.</li> <li>5. Create weekly schedules based on the daily events.</li> <li>6. Serve on committees as requested.</li> <li>7. Accountability for junior high budget and purchase approval.</li> </ol>	
<b>Curriculum:</b> <ol style="list-style-type: none"> <li>1. Promote curriculum development, integration and use of technology.</li> <li>2. Assist teachers in staying abreast of current trends.</li> <li>3. Promote professional growth.</li> <li>4. Oversee the publication of the junior high Program of Studies.</li> <li>5. Provide appropriate testing for the junior high students, including ordering, scheduling, interpreting the results with teachers, and notifying parents of the results.</li> <li>6. Supervise at all-school assemblies and prayer services.</li> </ol>	



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**Communication:**

1. Facilitate regular communication among parents/teachers, junior high/senior high, etc.
2. Write a monthly newsletter to the parents.
3. Oversee publication of the junior high student handbook.
4. Schedule and oversee the issuing of grade reports.
5. Oversee orientation for new students.

**Other:**

As assigned.

**Interpersonal skills:**

1. Strong positive verbal and written communication skills.
2. Professional, approachable and friendly.
3. Respectful of others.
4. High level of integrity.
5. Efficient and well organized.
6. Ability to work independently with little supervision.
7. Ability to handle difficult situations with tact and diplomacy.
8. Patient and calm demeanor under pressure.

**Education / Experience (Minimum Required)**

Must hold an administrative license or have school leadership experience.

**Job Titles Reporting Directly to This Position**

Junior High Faculty and Staff Members

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Benilde-St.Margaret's

## Job Description

### Job Demands and Conditions Analysis

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Check the appropriate frequency column for all requirements that apply to the essential functions of the job being described.

**O** = Occasional, less than 1 time per week  
**S** = Some, less than 1/3 of the time

**F** = Frequent, from 1/3 to 2/3rds of the time  
**C** = Consistent, more than 2/3rds of the time  
**Blank** = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting				X	Works alone	X			
Standing		X			Works with others				X
Walking		X			Customers contact			X	
Lifting	X				Shift work	X			
Carrying	X				Extended day	X			
Pushing	X				Cold				
Bending at waist	X				Heat				
Twisting upper body		X			Temperature changes				
Climbing		X			Wet	X			
Balancing	X				Humid	X			
Kneeling	X				Noise	X			
Crouching	X				Confined area				
Crawling	X				High places				
Reaching		X			Work outdoors				
Working with hands				X	Work indoors				X
Working with fingers				X	Mechanical hazards	X			
Talking				X	Electrical hazards	X			
Hearing				X	Explosive materials	X			
Vision acuity - near				X	Fumes	X			
Vision acuity - far				X	Odors	X			
Depth perception				X	Dusts	X			
Field of vision			X		Mists	X			
Color vision			X		Gases	X			
Driving	X				Poor ventilation				
Other					Other				