

ADMINISTRATOR DUTIES

The primary responsibility of administrators is to ensure the effective operation of the school in accord with its mission. Therefore, administrators shall be free of any duties that would normally interfere with effective administration.

Teaching: Before determining whether the principal will assume teaching duties, the Office of Catholic Schools must be consulted.

Development Director Activities: The principal shall be involved in financial development as a supervisor and spokesperson, but not in the day-to-day operations of a development office. Principals shall not assume the duties of Development Director.

Athletics/Athletic Director: The principal shall maintain the overall administrative supervision of the school's athletic programs and activities (cf. E-145, P-CDOP). However, under no circumstances may any high school administrator, including principals, assistant principals, deans of students, assistant deans, and athletic directors serve in any coaching assignment. No one serving in an administrative position may hold a coaching position outside the Catholic school system in their school's athletic conference.