ORGANIZATIONAL STRUCTURE FOR PARISH CATHOLIC SCHOOLS

Bishop

Vicar for Education

Special Assistant to the Vicar for Education

Catholic Schools Office Directors

Principal

Assistant Principal

Teachers

Pastor(s)

Advancement Director

School Advisory Council
THE MOST REVEREND BISHOP

The Bishop, as a successor of the Apostles, is entrusted with proclaiming the gospel and teaching doctrine. To him belongs, by virtue of the office of Bishop, full responsibility for the educational apostolate. He associates others with himself in this work by appointing agencies and individuals to assist him.

VICAR FOR EDUCATION

The Vicar for Education is appointed by the diocesan Bishop as his delegate in all educational matters. This person serves as the primary agent of the Bishop’s teaching office toward the parishes, schools, and other educational institutions in the diocese. The Vicar is directly responsible to the diocesan Bishop. This person also serves on the Administrative Cabinet and, if a member of the clergy, serves on the Presbyteral Council.

The Vicar for Education supervises the Office of Education, including the development and implementation of diocesan educational policies in collaboration with Schools, Religious Education, and Campus Ministry offices.

The Vicar provides direction and guidance for the secondary schools.

SPECIAL ASSISTANT TO THE VICAR

The Special Assistant is appointed by the diocesan Bishop to assist, collaborate and cooperate with the Vicar for Education in all educational matters. The Special Assistant is responsible to the Vicar and to the diocesan Bishop and may serve as the Vicar’s representative when requested.

The Special Assistant to the Vicar for Education works with the Vicar in the planning, preparation, implementation and evaluation of educational policies for Catholic schools, Religious Education programs and Campus Ministry.

CATHOLIC SCHOOLS OFFICE DIRECTORS

- **Director of Catholic Schools and School Personnel**

  The Director of Catholic Schools is the appointed representative of the diocesan Bishop. The Director of Catholic Schools works to create and maintain an environment of collaboration among all schools in the diocese. This director supports pastors, administrators, and school personnel.

- **Director of Curriculum**

  The Director of Curriculum works with principals and teachers to ensure that they effectively deliver the curriculum of the diocese. This director appoints educational committees and leads them in updating curriculum on a regular basis.
• **Director of Government Programs**

The Director of Government Programs is responsible for programs funded through State and Federal monies in the elementary and secondary schools and is the liaison person with the Public School sector. This director chairs the Diocesan Safe Schools Committee and provides guidance for Crisis Response policies and procedures for Catholic schools.

• **Director of School Finance**

The Director of School Finance serves as the financial resource person for elementary and secondary schools in the diocese and develops policies and procedures relating to the financial affairs of the schools.

**PASTOR(S)**

In his role as leader of the total educational program for members of the parish(es) entrusted to his care, the pastor is the administrative head of the parish school. He consults and cooperates with the Vicar for Education, the CSO, and the school principal to see that an effective program of religious and academic education is maintained in the school.

School Responsibilities of the Pastor:

- Promotes development of a community of faith
- Communicates with the principal at least weekly on all school-related matters
- Works to enhance the Catholic character of the school
- Ensures health, safety, and welfare of students and staff
- Oversees sacramental preparation and provides the sacraments to the children of the school
- Provides appropriate, frequent liturgical services for the students
- Ensures adequate maintenance of school facilities
- Works on the formation of the school budget
- Participates in interviewing when appropriate for hiring school faculty according to diocesan procedures
- Works with the Catholic Schools Office personnel and keeps them informed about school concerns, problems, and accomplishments
- Attends school advisory council meetings
- Discusses progress on principal’s goals with the principal twice a year and completes an annual evaluation
- Adheres to Catholic Schools Office policies and procedures
- Promotes an open atmosphere to enable staff members to express themselves

**PRINCIPAL**

The principal is the pastor’s/president’s delegated administrator of the school and as such is responsible for its spiritual climate, organization, supervision, instructional programming, and discipline according to the terms of the contract with the pastor/president and the policies and
procedures of the Diocese of Erie. The principal works cooperatively with the pastor/president and the Catholic Schools Office in fulfilling the mission of the school.

It is recommended that each school have a full-time principal who is free of classroom responsibilities. Exceptions should be discussed with the Director of Catholic Schools.

In the absence of the principal or assistant principal, a faculty member (teacher in charge) must be designated to temporarily fulfill the principal’s responsibilities. If the principal is to be absent for an extended period of time (i.e., a week or more), it is recommended that a substitute be arranged for the teacher in charge who is to assume the responsibilities of the principal. The principal must notify the Director of Catholic Schools of any extended absences from school.

Responsibilities of the Principal:

- Promotes development of a school community of faith
- Works to enhance the Catholic character of the school
- Works with parents and other organizations to improve the school’s service to students
- Promotes an effective program of positive student discipline
- Exhibits good decision-making skills and executes consistent follow-through
- Gives priority to the education of the students
- Communicates with the pastor/president at least weekly on all school-related matters
- Ensures health, safety, and welfare for students and staff
- Ensures adequate maintenance of school facilities
- Works on the formation of the school budget
- Works closely with all faculty to assure that quality education occurs
- Provides professional development that targets needs of students and faculty
- Observes and evaluates teacher performance according to diocesan policies
- Interviews and hires the school faculty according to diocesan procedures
- Possesses or is working toward an appropriate administrative certification
- Works with Catholic Schools Office personnel and keeps them informed about school concerns, problems, and accomplishments
- Attends school advisory council/Board of Directors meetings
- Discusses principal goals twice a year with the pastor/president
- Reviews accomplishment of principal goals with the Director of Catholic Schools once a year
- Participates in Catholic Schools Office meetings and programs
- Adheres to diocesan policies and procedures
- Promotes an open atmosphere to enable staff members to express themselves
- Ensures that the school will run efficiently in temporary absence of the principal
- Assures that instructional materials and equipment are appropriate and up-to-date, within the confines of the school budget
- Collaboratively evaluates the total instructional program to improve the quality of instruction
- Oversees extracurricular activities, including athletics
- Adherence to the Code of Ethics for Catholic School Educators
- Commitment to the philosophy, spirit, and purpose of the school
ASSISTANT PRINCIPAL

The assistant principal is designated by the school administrator as the assistant administrator and assumes all duties assigned by the principal.

TEACHERS

Catholic School teachers must exemplify the ideals of Catholic Christian living. Teacher responsibilities include:

- Integration of the Mission of the Catholic Schools into daily activities and instruction
- Adherence to the Code of Ethics for Catholic School Educators
- Commitment to the philosophy, spirit, and purpose of the school
- Commitment to the health, safety and welfare of the students
- Conscientious preparation of lessons. Copies of plans must be submitted as requested by the principal. Lesson plans must be based upon the Diocesan Curriculum Guidelines. Lesson objectives must be cited in lesson plans.
- Maintenance of accurate and current records of each individual student’s academic progress, attendance, and permanent records
- Fulfillment of the Spiritual Journey requirements, as designated by the Diocese of Erie
- Maintain active teacher status as designated by the Pennsylvania Department of Education
- Compliance with diocesan and school policies and procedures including but not limited to those delineated in this handbook

Additional specific responsibilities, either before or after the school day, may be determined and required by the principal (e.g., attendance at graduation or other special school events).

ADVANCEMENT DIRECTOR

The advancement director, under the supervision of the pastor/president and principal, is responsible for implementation and coordination of the school’s advancement program. The program would include but not be limited to advancement operations such as: the Annual Fund, Capital Campaigns, Enrollment Management, Special Events, Major Gift Giving, Planned Giving, Constituent Relations, Promotional Communications, Volunteer Management, Strategic Planning for Advancement, Prospect Research and Stewardship.

SCHOOL ADVISORY COUNCIL

The purpose of the School Advisory Council is to serve in an advisory capacity in regards to school procedures. The procedures should support diocesan policies and should be broad enough to allow the principal sufficient flexibility in the operation of the daily program, yet sufficiently defined to provide clear direction for the administration of the school.

The School Advisory Council must not become involved in confidential matters related to personnel or students (e.g., teacher evaluations, student conduct and achievement).
The pastor and principal are ex officio members of the School Advisory Council. Based on Canon Law, the pastor is the chief administrator of the school and has final approval on procedures recommended by the advisory council.

**Applicable only to Incorporated Catholic School Systems:**

**MEMBERS OF THE CORPORATION**

Those individuals who, by virtue of their office, provide ultimate oversight and control of each incorporated school system. The Bishop of the Diocese of Erie shall serve as the Chairman of the Members for each corporation.

**BOARD OF DIRECTORS**

A Board, comprised of individuals, is responsible for the educational, financial, personnel, and maintenance policies of each incorporated school system. The Board shall oversee the affairs of the school system subject to those limitations which are set forth in the Articles of Incorporation, the Bylaws, and the laws of the Roman Catholic Church, as well as those limitations provided by the Members.

**PRESIDENT**

The President is the administrative head of an incorporated school system and is primarily responsible for the effective operation of the system as an educational institution. Subject to the Members’ approval, he/she is empowered to sign contracts and leases within the parameters set forth in the system’s by-laws.