

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**ADMINISTRATION**

**School Administrator Job Description**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that each school administrator (President, Executive Director, Principal, Assistant Principal) have a written job description. The job description shall outline the main duties and responsibilities. Job descriptions will be made available as a part of the hiring process.

Job descriptions will be found in the Administrator Manual.

Policy Adopted:           October 27, 1969

Policy Revised:           May 19, 2008

Policy Reviewed:         May 21, 2018

Policy Revised:           July 30, 2021