

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

**ADMINISTRATION**

**School Administrator Job Description**

It shall be the policy of the Diocesan Catholic Schools Board that each school administrator have a written job description. The job description shall outline the main duties and responsibilities.

Policy Adopted: October 27, 1969

Policy Revised: May 19, 2008

Policy Reviewed: May 21, 2018