



Catholic Education
Board Management

Catholic Education Board of Management

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THE PRINCIPAL OF A CATHOLIC SCHOOL in THE ARCHDIOCESE OF PORT OF SPAIN

The Principal of a Catholic School in the Archdiocese of Port of Spain

Introduction

The goal that the Catholic School sets for itself is to lead children and youth to encounter the living Jesus Christ, Son of the Father, brother and friend, Master and merciful Shepherd, Hope, Way, Truth and Life, and thus to experience covenant with God and with human beings. It does so by aiding in building the personality of the students, having Christ as their reference point for mindset and life. As that reference point gradually becomes explicit and internalized, it will help them to see history as Christ sees it, to judge life as He does, to choose and live as He does, to cultivate hope as He teaches us, and to live in communion with the Father and the Holy Spirit in Him.

The Role of the Principal

The role of the Principal is critical to the success of any school. Therefore the one employed as Principal should be a practicing Catholic with the relevant professional qualifications. The Principal as instructional leader and administrator of the school is called to the school community to be committed to provide quality education within the framework of Catholic principles. The Principal therefore agrees to supervise and administer the school and act according to the precepts and doctrine of the Roman Catholic Church as well as the Education Act of Trinidad and Tobago.

The Principal, a Practicing Catholic

The Catholic Education Board of Management will make every effort to employ qualified educators who are practicing Catholics: witnessing their faith by active participation in the communal life of the parish, and by a personal lifestyle that reflects the teaching of the Church

There are some essential components to Roman Catholicism that can and must be named:

- Full initiation into the community (baptism, confirmation, Eucharist).
- Communion with the Church through compliance with legitimate authority.
- Regular participation in the Eucharist within the local community, including within that sensitivity to the liturgical rhythm of the Church's life. (This component is so emphasized because, as Roman Catholics, that which essentially defines us is that we are a Eucharistic community).

- A life of prayer and private morality.
- A commitment to the social teachings of the Church.
- A sense of responsibility for ministry and leadership within the Church, including financial.
- A concern for the Universal Church, its unity, its spread and its maintenance.
- A concern and respect for the public forum with the community; that is, in the public forum not being at variance with respect to major doctrinal or moral teachings of the Church.
- Not labouring under a canonical penalty, whether imposed or declared.

The Principal As leader

- clearly articulates a vision of Catholic Education, consistent with the principles expressed in the magisterium of the Church, which unifies and motivates all members of the school community: staff, students and parents
- applies this Catholic Educational Vision to daily school activities
- fosters a school climate which strongly reflects its Catholic identity and encourages staff and students to maximize their potential
- develops and/or implements a school philosophy and mission statement which reflects the Catholic character of the school
- is aware of the cultural characteristics of the school community and provides for differences in planning the school programme
- gives priority to a vibrant religious education programme
- facilitates the moral development and maturity of children, youths and adults
- ensures quality Catholic Religious Instruction of students
- integrates Gospel values into the curriculum, policies and school life
- nurtures faith development of faculty and staff through opportunities for spiritual growth
- provides opportunities for the school community to celebrate the faith
- supports and fosters consistent practices of Christian service
- undertakes long and short range instructional planning with the staff
- exercises responsibility as the chief decision maker in the school
- delegates authority appropriately

- recognizes and fosters leadership ability among the staff
- promotes healthy staff morale
- creates with the staff a student-centered learning environment
- interprets and utilizes research and current trends in education to guide action plans
- plans and presents opportunities for the professional growth of the staff
- supervises and evaluates teachers' performance both formally and informally
- participates personally in professional development opportunities
- encourages on-going evaluation of the total educational programme

The Principal as Facilitator

- recognizes, respects, and facilitates the role of the parents in educating their children
- elicits suggestions and ideas from the staff
- unifies the staff to accomplish established goals
- enables staff members to accept and share responsibility
- manages conflicts

The Principal as Communicator

- treats people in a manner which indicates respect for the dignity of the individual
- is available to staff members, students, parents
- provides a variety of opportunities for faculty unity
- incorporates consultation with staff members into the decision making process
- provides regular feedback to staff members concerning their performance
- informs staff of activities and programmes of the Diocese, Parish and Community
- informs CEBM, the Parish and MOE of the school's programmes and policies

The Principal as Administrator

- supports and implements policies and guidelines
- ensures that adequate and up-to-date records are kept on file for each student and staff member
- prepares and submits all required reports promptly
- possesses and applies planning and management skills regarding resources and budgeting process
- seeks resources and support beyond the local community
- ensures that teachers are thoroughly informed on standard procedures
- cooperates with the Ministry of Education and civic agencies to ensure the welfare of all students
- supervises maintenance personnel in providing a clean and safe environment

Adopted from: The Pastoral Letter on Catholic Education in the Territories of the Antilles Episcopal Conference

From LAWS OF TRINIDAD AND TOBAGO EDUCATION ACT CHAPTER 39:01

Responsibilities of Principals

27. Subject to this Act and the Regulations, Principals of schools shall be responsible for the day to day management of their school including—

- (a) the supervision of the physical safety of pupils;
- (b) the suitable application of the syllabus in conformity with the needs of the pupils of the school, and the administration of the school's programme;
- (c) allocation and supervision of the duties and responsibilities of members of their staff;
- (d) the discipline of the school;
- (e) teaching;
- (f) the proper use of school equipment and stock;
- (g) the keeping of proper records;
- (h) the making of financial reports through the Manager and the Supervisor to the Minister containing a statement of accounts in the form approved as well as such information as is required by the Minister;
- (i) the furnishing of such returns as may-be prescribed or required at any time by the Minister or their respective Boards or Committees of Management;
- (j) ensuring the observance of the provisions of the Act and any Regulations made thereunder in their respective schools;
- (k) co-operation with parents and with approved authorities in the execution of authorised schemes.

Adopted from: The Pastoral Letter on Catholic Education in the territories of the Antilles Episcopal Conference CEBM Feb 2013

Characteristics of Catholic Schools

We are in a position to affirm that in the educational project of the Catholic school, Christ, the Perfect Man, is the foundation in whom all human values encounter their full realization, and accordingly their unity. He reveals and promotes the new meaning of existence and transforms it, enabling man and woman to live divinely; that is, to think, desire, and act, according to the gospel, making the beatitudes the standard of their life.

Precisely because of the explicit reference to the Christian vision shared by all members of the school community—albeit in different degrees and respecting the freedom of conscience and religious freedom of non-Christians present there—education is “Catholic” because for it the gospel principles become educational norms, internal motivations, and at the same time, final goals. This is the specifically Catholic character of education; for Jesus Christ elevates and ennobles humans, gives value to their existence, and constitutes the perfect example of life. He is the best news, proposed to young people by Catholic schools.¹

Christ is the foundation of the whole educational enterprise in a Catholic School.² His teaching and life inform the school’s identity and characteristics, which include:

- a belief in the inviolable dignity of every human person;
- a sacramental sense that leads us to recognize God manifested by His creation;
- a recognition of God’s sanctifying presence in Word and Sacrament;
- a love for encounter with God in prayer;
- a Gospel spirit of freedom and love;
- a spirituality of communion marked by mutual respect, accountability and caring;
- concern for justice leading to a critical analysis of society;
- a sense of solidarity with and commitment to the marginalized.

¹ Congregation for Catholic Education, *The Catholic Schools*, 1977, n. 34; Aparecida § 335.

² Congregation for Catholic Education, *The Catholic Schools*, 1977, n. 34.

Catholic Education

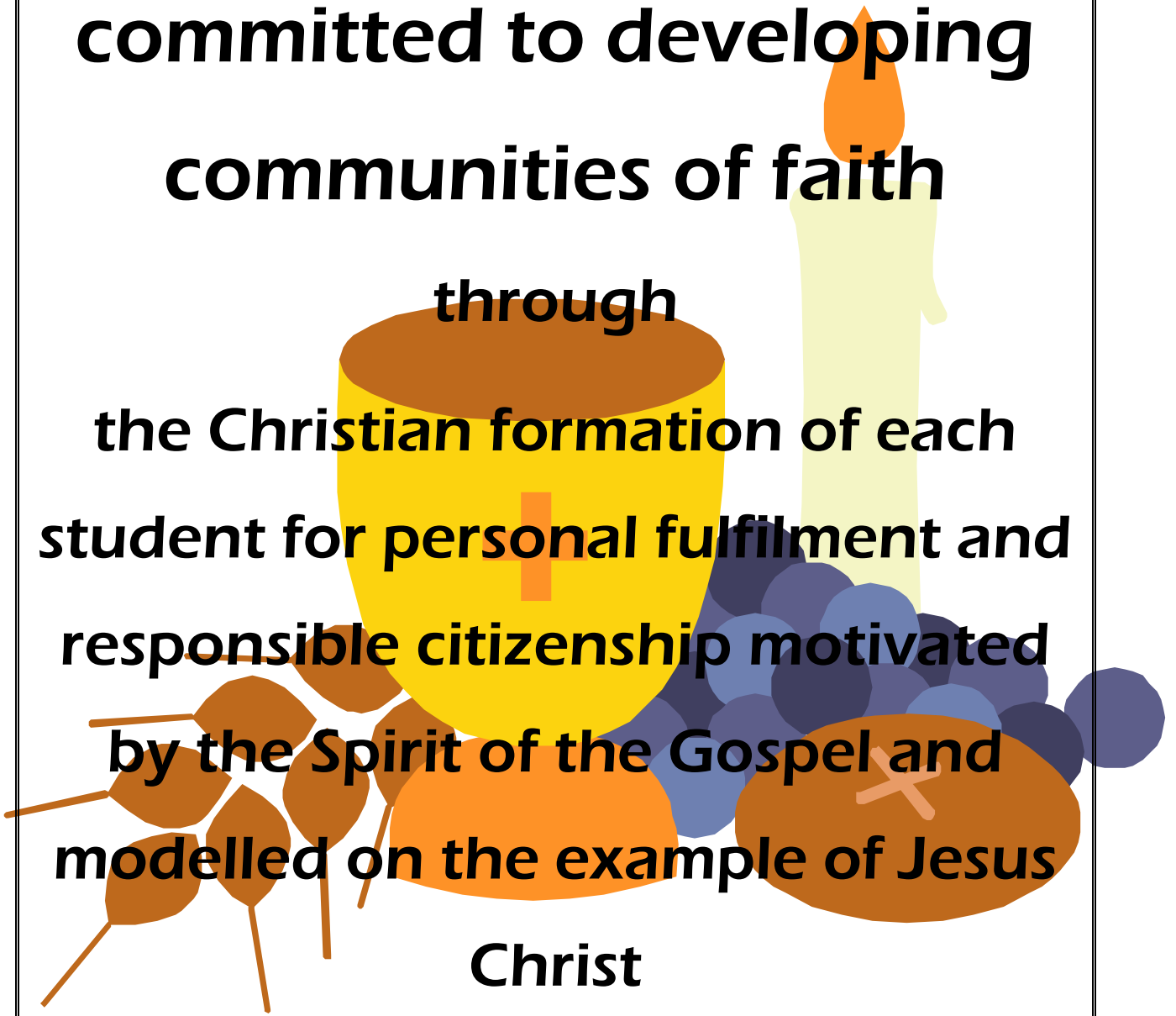
is

**committed to developing
communities of faith**

through

**the Christian formation of each
student for personal fulfilment and
responsible citizenship motivated
by the Spirit of the Gospel and
modelled on the example of Jesus**

Christ



**Adopted from: The Pastoral Letter
on Catholic Education in the
territories of the Antilles Episcopal
Conference**

The complete Pastoral Letter may
be found at the following website:
[http://www.aecrc.org/documents/pa
storalleteroncatholiceducation2011.
pdf](http://www.aecrc.org/documents/pastoralletteroncatholiceducation2011.pdf)