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**ROLE OF THE CANONICAL ADMINISTRATOR**

# RESPONSIBILITIES OF THE CANONICAL ADMINISTRATOR

The Canonical Administrator, as the direct representative of the Bishop:

1. Serves, with the other sponsoring pastors, as shepherd and “first teacher” of the parish school (students and staff), especially in matters of Catholic faith and tradition.
2. In consultation with the Catholic Education Office, hires and replaces the Principal.
3. Upon the principal’s recommendation, hires the best qualified teachers and staff for the school, who reflect the values and traditions of good Catholic Education.
4. Evaluates the principal informally and cooperates in the formal evaluation process conducted by the Office of the Superintendent.
5. Helps to promote good relationships between the sponsoring parishes, pastors, parents, educational programs and the local community.
6. Is the final arbiter in cases of disputes regarding school policies and disciplinary actions.
7. Approves educational policies recommended by the Advisory Council.

# ROLE OF THE CANONICAL ADMINISTRATOR

The Canonical Administrator, with the Catholic Education Office, supports and encourages the program and activities of the school, as an integral piece of the parish ministry. Canonical Administrators should be in regular contact with the School Principal and provide specific assistance on projects, as needed. Canonical Administrators should expect to receive regular communication regarding school issues, policies and needs.

The Advisory Council assists and advises the Diocesan Bishop, Canonical Administrator and the school principal in the management of business, property, and administration of the school in such a manner to assure a sound Catholic educational program, consistent with Diocesan policies.

In the name of the Ballarat Diocesan Bishop, the Canonical Administrator shepherds the school. The Canonical Administrator supervises the educational program of the school to ensure quality and excellence; assures that the school fulfills is mission to teach religious and moral doctrine of the Roman Catholic Church; has high quality faculty, staff and administrators; functions in accord with church and diocesan policy; and implements to the extent they affect Catholic schools, state regulations and rules for educational institution.

RELATIONSHIP OF THE CANONICAL ADMINISTRATOR TO THE PRINCIPAL

## Responsibilities shared with the Principal:

* Work with the principal and the Advisory Council to develop policies, which will facilitate the implementation of Diocesan policies in the light of the assessment of real needs on the local level.
* Be apprised of reports to the Catholic Schools Office, the Advisory Council, national and local organizations.
* Be involved in the establishment of the school budget and work with the principal in developing a fiscally responsible operation.
* Work with the principal in maintaining the school plant facilities efficiently so as to provide an appropriate environment and health and safety standards as required by the mission of the school and by state and local laws/standards.
* In conjunction with the other sponsoring pastors, provide with the school personnel for the sacramental and liturgical life/ expression of the school.
* Provide Faith and spiritual leadership.
* Fulfill an appropriate role in the due process procedures in place for the resolving of disputes.

## Responsibilities Delegated to the Principal

* Recommend to the Canonical Administrator the hiring of qualified teachers and staff who are committed to the Catholic/ Christian mission of the school.
* Work with faculty, parents and students to maintain high standards of student conduct and enforce discipline, according to the mission statement and due process.
* Provide ongoing in-service for all staff members, especially the inexperienced, to insure continued professional development.
* Supervise and assist all professional and non-professional staff.
* Develop, interpret and implement regulations, which are in agreement with the policies of the Diocese and in compliance with state requirements.
* Devise, maintain, systematically evaluate and improve programs that enhance student learning in response to student and community needs.
* Supervise and evaluate the teaching-learning dynamic as a process for the improvement of instruction.
* Create and approve the master teaching schedule and any special assignments.
* Procure personnel, equipment and supplies necessary for the curriculum and activities of the school.
* Coordinate the services of resource personnel with the regular program so that all classroom teachers may receive effective assistance.
* Develop curriculum, including religious curriculum.