

APPLYING FOR A PRINCIPAL POSITION IN A CATHOLIC SCHOOL IN THE ARCHDIOCESE OF SAN FRANCISCO

The call to be a principal is a call to professional leadership. It is a call to be the visionary and to lead teachers. It is also call to express the Gospel message. A principal in a Catholic School is called to be a religious leader, instructional leader, administrator and communicator. These are important ministries within the Church, and not everyone has been given the gifts to respond to such a call.

QUALIFICATIONS FOR PRINCIPALSHIP

A qualified candidate must:

1. Be a practicing Roman Catholic in good standing with the Church
2. Hold a valid California Standard Teaching Credential.
3. Have a minimum of five years of experience in teaching and/or in administration with Catholic school experience
4. * Have attained a
 - a. Masters degree in an educational field and/or
 - b. California administrative credential or the Certificate in Catholic School Administration from Loyola Marymount University
5. **Be certified as a catechist at the basic level
6. Have a deep commitment to the Catholic life of the school
7. Have demonstrated expertise in the area of curriculum and technology in the classroom
8. Be adept at inspiring teachers and galvanizing them around the pursuit of educational excellence.
9. Have strong interpersonal skills and be adept at building and maintaining relationships

**Principals who are not in possession of both educational qualifications (, must complete the requirement within a three year period of time from the date of hire*

*** Principals who are not in possession of basic certification in religion, must have completed the process before they start their position.*

APPLICATION PROTOCOL:

To be considered for a principal position within the Archdiocese of San Francisco, a person must:

- Complete the official application from the Department of Catholic Schools (DCS)
- Establish a personnel file with the DCS (applicants with existing DCS personnel files are required to create a new file)
- Attend an introductory/prescreening interview with the Department of Catholic School's Human Resources Manager

To establish a personnel file with DCS, applicants must submit the following:

1. Completed Application
2. Resume
3. Official transcript(s) of college and university work. If transcripts are from foreign colleges or universities they must be reviewed by the Credentials Evaluation Service (a form will be mailed to you)
4. Verification of current valid credential(s)
5. Proof of Basic Catechist Certification
6. Two current professional reference letters and one personal character reference letter
7. A brief written statement on your philosophy of Catholic education

Application materials may be downloaded from the official DCS website by clicking on the following link: www.sfarchdiocese.org/employment

The requested material plus a letter of interest should be :

**Christine Escobar
Human Resources Manager
Department of Catholic Schools
One Peter Yorke Way
San Francisco, CA 94109-6602**

Once all required forms are received, DCS will notify the applicant the file is complete and will make an appointment with the applicant for an introductory/pre-screening interview.

When the introductory interview is completed, the applicant's name will be added to the DCS principal application database. The DCS will disseminate applicant information to schools, parishes, or search committees looking for a principal. The school, parish or search committee will contact the applicant directly and arrange for an interview.

The school, parish or search committee notifies DCS when an applicant has been hired. At that point the applicant's name is removed from the list of available candidates. If the applicant is not hired, his or her name remains on the list of available applicants at DCS for a period of three years.

Completing the application process does not guarantee an interview for a principal position, nor does it assure hiring as a principal in the Archdiocese of San Francisco.

SALARY:

Salary is determined according to Archdiocesan guidelines and is based upon experience as a teacher or administrator and graduate education. Medical, dental and retirement are included as part of the benefit package.

JOB DESCRIPTION FOR SCHOOL PRINCIPAL

Reports to: Pastor and the Superintendent of Schools

***I* General Duties and Responsibilities:**

The highest priority for a Catholic school principal is building a learning community that fully integrates the Catholic faith and academic excellence.

***II* Specific Responsibilities:**

The responsibilities of the principal include, but are not limited to the following:

A. Educational Leader

1) Leadership

- a) Articulates a vision and cultivates a culture and climate that is consonant with the school's Catholic identity
- b) Applies that vision to the daily activities of the school
- c) Promotes excellence and healthy staff morale
- d) Fosters leadership ability among the staff
- e) Thinks strategically and makes data-driven decisions
- f) Attends to personal and professional development

2) Curriculum and Instruction

- a) Applies knowledge of religious content and methods of faith formation;
- b) Respects cultural and religious differences
- c) Uses a variety of educational and pedagogical skills, and is aware of the developmental stages of the students
- d) Evaluates the general effectiveness of the school's learning program by utilizing effective procedures for student assessment
- e) Recognizes and accommodates the special learning needs of children within the regular classroom
- f) Supervises instruction effectively
- g) Integrates Gospel values and Christian ethics into the curriculum, policies and life of the school

B. Spiritual Leader

a) Faith Development

1. Nurtures the faith development of faculty and staff through opportunities for spiritual growth
2. Ensures quality Catholic religious instruction of students

3. Provides opportunities for the school community to celebrate the Catholic faith
4. Supports and fosters active Christian service;
5. Communicates to parents opportunities for adult faith formation sponsored by the parish and the Archdiocese
6. Ensures that regular gatherings of parents begin with prayer or reflection and include an opportunity for on-going faith formation
7. Facilitates the moral development and growth in virtue of children, youth, and adults

b) Building Christian Community

1. Fosters communication among the pastor, parish, and school community
2. Respects and facilitates the role of parents as primary educators
3. Assures the school's public witness to the Catholic faith in collaboration with faculty and staff
4. Communicates to parents that the school is an essential ministry of the parish.

c) History and Philosophy

1. Demonstrates knowledge of the history and purpose of Catholic Schools in the United States
2. Communicates to the school community at large the school's philosophy, curriculum, programming, policies, and regulations, in light of its Catholic identity
3. Utilizes church documents, Catholic educational guidelines, and Archdiocesan directives to better understand and communicate the unique Catholic identity, mission, culture, and character of the school and does so in collaboration with the pastor, faculty, and school community

C. Managerial Leader

a) Personnel Management

1. Recruits, interviews, employs, and provides an orientation for school staff
2. Assists the faculty in achieving the goals of Catholic education through staff development and professional leadership
3. Applies organizational management skills aptly, delegates responsibilities appropriately, communicates effectively, and collaborates properly
4. Maintains an ongoing program of supervision and evaluation of instructional and non-instructional personnel
5. Manages personnel and student files
6. Manages conflicts effectively

b) Institutional Management

1. Initiates appropriate consultation and submits reports required by the DCS promptly and accurately;
2. Complies with appropriate canonical, federal, state, and local laws in harmony with Archdiocesan policies and regulations
3. Utilizes Catholic School governance structures and works effectively with the school board

4. Adopts and adapts current technologies effectively
5. Provides for an orderly school environment and promotes student self-discipline.

c) Finance and Development

1. Plans and manages the school's financial resources and develops and monitors the annual budget in accordance with Archdiocesan policy and procedure
2. Provides adequate instructional equipment, textbooks, resources, and services to implement the school program within budgeting limits and approved guidelines
3. Utilizes strategies of long-range planning, effective public relations, and a school marketing program for the success of the school
4. Seeks resources and support beyond the parish and school communities

The Archdiocese of San Francisco adheres to the following policy:

“All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin.” (Administrative Handbook #4111.4)