

Archdiocese of San Francisco  
Department of Catholic Schools  
Job Posting

Date: February 19, 2019

School Name: St. Pius School Redwood City, CA

School Address: 1100 Woodside Road, Redwood City, CA 94061

School Background: St. Pius School is a PreK-8 coeducational school that serves approximately 300 students with a full-time faculty and staff. St. Pius School is committed to carrying out the ministry of Jesus Christ in the education of youth. We emphasize the education of the whole person, fostering spiritual, intellectual, social, physical, and psychological growth. We strive in partnership with the family and parish, to provide a quality education in a Catholic environment of peace, security and love.

St. Pius School was founded by Monsignor Michael Fitzsimon in 1953 to meet the educational and spiritual needs of the children of the newly established parish. Over the years, the combined efforts of the administration, faculty, parish, priests and parents have provided a safe, loving environment for Catholic education to flourish. St. Pius School is first and foremost a Catholic School which exists to pass on the faith. St. Pius School has responded to the educational needs of young Catholics for over 65 years and continues to foster growth in each child

Position Title: Principal

Position Type: Full-time, exempt, benefitted

Job Description: General Duties and Responsibilities: The principal provides leadership in the development and direction of an instructional program designed to achieve Archdiocesan and parish objectives. S/he is responsible for the complete operation of the school, including all its approved functions and services. Responsibilities include implementation of Archdiocesan and school advisory council policies. The principal will work with and under the authority of the current pastor, Fr. Thomas Martin. The principal must commit to working in partnership with the Pastor to integrate the school community in the life of the parish.

Requirements/Qualifications:

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 one or both of the following: Masters degree in an educational field and/or an California administrative credential\*
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.

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

**Application materials may be downloaded from the official DCS website by clicking on the following link:**

[www.sfarchdiocese.org/employment](http://www.sfarchdiocese.org/employment)

**The requested material plus a letter of interest should be returned to:**

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

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.

St. Pius School 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)