ANNOUNCEMENT OF SCHOOL ADMINISTRATIVE POSITION
ELEMENTARY SCHOOL PRINCIPAL

St. Angela Merici Catholic School, Brea, California
Diocese of Orange, California

The Diocese of Orange is seeking a qualified and experienced educational leader who is deeply committed to further the development of the faith life and academic excellence of a single classroom transitional kindergarten through eighth parish grade school located in Brea, California. The position is effective July 1, 2018.

DESCRIPTION:

- Serves as the pastor's representative in matters relating to Catholic school administration for the parish.
- Is responsible for the supervision, administration, and organization of an elementary school of approximately 275 students.
- Works collaboratively with other parish staff in implementing the educational ministerial vision of the parish and diocese.

QUALIFICATIONS:

- Is a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith.
- Has a clear vision for the future of Catholic education and be dedicated to its ministry.
- Has a growth mindset in developing positive relationships and enrollment.
- Committed to develop a strong parish/school connection.
- Has the ability to empower others within a faith environment.
- Possesses a Master's Degree in School Administration and/or California Administrative Credential with a minimum of three years administrative experience within Catholic education.
- Has demonstrated successful knowledge and experience in elementary education.
- Demonstrates a high level of interpersonal, collaborative, organizational, and administrative skills.
- Demonstrates sensitivity and ability to relate openly and collaboratively within a strong school and parish community.
- Has a strong working knowledge of school development and fiscal management.

SALARY:

- Appropriate level on the Diocesan Administrative Salary Scale based upon experience and qualifications.

APPLICATION PROCESS:

• Please send current resume with cover letter to:

Mrs. Sally Todd, Associate Superintendent
Office of Faith Formation/Catholic Schools
stodd@rcbo.org

Upon receipt of the above, the Diocesan Administrative Application will be forwarded to and completion requested from each candidate.

Questions regarding the position can also be directed to the above contact (714/282-3056).

DEADLINE FOR LETTERS OF INTEREST:

•Friday, March 30, 2018 or until position is filled.

Selected candidates will be contacted for personal interviews both on the diocesan and parish levels. Candidates contacted for interview will travel at their own expense.