
ELEMENTARY SCHOOL PRINCIPAL

OUR LADY OF FATIMA ACADEMY, SAN CLEMENTE, CA

Our Lady of Fatima Academy is a TK through 8th grade parish school located in the city of San Clemente in Orange County. The school has a current enrollment of 175 students with a maximum capacity of 320 students. The school is devoted to nurturing their students to discover and use their God-given gifts in service to others as models of justice and integrity. Our Lady of Fatima Academy is fully accredited by WCEA/WASC.

The principal is tasked with providing strong Catholic Leadership. As the schools' religious leader, instructional leader, administrator and communicator, the principal will model their commitment to the Catholic life of the school community.

QUALIFICATIONS FOR PRINCIPALSHIP:

A qualified candidate must:

- Be a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith.
- Have a growth mindset in developing positive relationships and enrollment.
- Be committed to develop a strong parish/school connection.
- Possess a Master's Degree in School Administration and/or California Administrative Credential with a minimum of three years leadership experience within Catholic education.
- Preference given to candidates with Catechist certification
- Have demonstrated successful knowledge and experience in elementary education.
- Demonstrate a high level of interpersonal, collaborative, organizational, and administrative skills.
- Offer a welcoming spirit to exemplify an important overall parish value of hospitality.

APPLICATION PROCESS:

Please send current resume with cover letter to:

Dr. Erin C. O. Barisano, Superintendent of Catholic Schools
Diocese of Orange Department of Catholic Schools
ebarisano@rcbo.org

To expedite the Diocesan Administrative Application process, please copy Nanci De la Rosa-Ricco, Assistant to the Superintendent (nricco@rcbo.org). Upon receipt of the above, the Diocesan Administrative Application and application guidelines will be forwarded to the candidate.

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

DEADLINE FOR LETTERS OF INTEREST:

_____ or until position is filled.