



## Announcement of School Administration Opening

### The Parish School, Saint Edward the Confessor Catholic Church



#### **History:**

The Parish School is a ministry of St. Edward the Confessor Catholic Church and the Chapel of San Felipe de Jesus in Dana Point, California. The school works in collaboration with the Department of Catholic Schools within the Diocese of Orange.

Our school building, first opened in 1980, serves the religious education needs of the parish, including a Catholic preschool serving approximately 100 students. In September 1981 the doors opened as an elementary school serving students in grades Kindergarten - 8th. The building continues to serve the community for religious programs serving 750 public school students from preschool through high school, and many other adult faith formation programs. The building was blessed April 1, 1984. In 1999, the parish began a capital campaign to purchase 2.5 acres of adjacent property for additional parking, expand and renovate the religious education building, and replace the old church building (Knight Hall) with a functional parish center. The first 2 phases of construction, the parking lot and Religious Education building expansion, were completed in 2001. Beginning with the 2005-2006 school year, St. Edward the Confessor parish school reached its planned full capacity of 3 classes per grade level in Kindergarten and 6th through 8th grades and 2 classes per grade in 1st through 5th grade.

Through the generous contributions of many school families and with the support and oversight of the J.F. Shea Foundation, a well-appointed Science Lab was opened in 2012.

During the summer of 2014 our campus underwent a renovation to improve the play yard and lunch area, the aesthetic value and function of each classroom, the relocation of our preschool and Kindergarten classrooms, renovated student restrooms, the addition of some middle school classroom space, and campus security. During the summer of 2015 the school built its Monarch TV Production Studio where student broadcast teams produce a school-wide morning program, a learning garden was created by a group of St. Edward the Confessor Alumni, and a STREAM Lab (Science, Technology, Religion, Engineering, Art, and Math) was designed for our Upper School so that our 5th grade could expand to three homerooms.

Summer 2016 proved to be another year of growth and development for our school. New flooring was added to all common areas and hallways, our Upper School (5th - 8th) received spacious new lockers, we added one additional homeroom class to grades 2 and 4, and the City of Dana Point granted us a watering permit (drought regulation) so that we could re-sod our playing field. Two new classroom spaces were added to enhance our Learning Support Program. Additional campus safety features were added including a camera with remote gate access entry for preschool, barrier glass in our Welcome Center that protects our school campus from unregistered visitors, and soon new fencing will surround our playing field. Lastly, we opened our new Monarch Makerspace Lab where our learners are able to dream, design, and create.

During the summer of 2017 our school added a third 1st grade homeroom which completed our build out of three homerooms per grade. The Digital Literacy Lab was closed and a more mobile, flexible space called the Monarch Creation Studio was opened.

## **Vision Statement**

Faithful to our Catholic values, we sustain an evolving school-wide learning environment that inspires each Learner to achieve his or her God-given potential inside and outside the classroom. Always learning, our graduates are confident and compassionate young men and women who will make a difference.

## **Mission Statement**

The Parish School at St. Edward the Confessor Catholic Church, a preschool through eighth grade school within the Diocese of Orange, shares in the mission of the Roman Catholic Church to live the Gospel message by building Catholic identity through a Sacramental life of service to God, family, parish and community.

Working together with parents, we are dedicated to develop faith formation, academic excellence and digital citizenship. We strive to help our learners grow spiritually, intellectually, socially and emotionally within a Christ-centered environment.

## **Philosophy Statement**

As a ministry of St. Edward the Confessor Catholic Church, The Parish School is dedicated to the academic development, spiritual formation, and social awareness of the needs of others. In partnership with parents, our instructional community is called to:

- Faithfully teach Catholic doctrine and nurture in our learners an eternal love of the Catholic faith through participation in religious instruction and stewardship.
- Fulfill the unique academic needs of each individual learner through innovative instructional methodologies, learner-centered classroom practices, and authentically varied assessments that encourage and enable learners to meet their fullest potential.
- Prepare our learners to meet the academic, spiritual, and moral challenges of the future by providing opportunities to develop Catholic values and the skills of critical thinking that will be a basis for future decision-making, growth, and development.
- Provide a safe learning environment where each learner can understand his or her unique gifts, talents, and areas of growth.
- Foster an appreciation and understanding within each learner of the rights and differences of others.
- Provide a variety of learning opportunities extra-curricular, co-curricular, and cross-curricular activities to expose and encourage learners to explore diverse areas of personal interest and fulfillment.

## **Accreditation:**

The Parish School is accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

The Parish School conducted a self-study exercise during the 2014-2015 academic year. During the 2015-2016 academic year the school hosted a three-day visit from a WCEA - WASC Visiting Committee as part of the six-year accreditation renewal process. We are pleased to share that our school has earned a full six-year term of accreditation through June 30, 2022.

- Accredited by the Western Catholic Educational Association – Full Six Year Term through 2022
- Accredited by the Western Association of Schools and Colleges – Full Six Year Term through 2022

## **Awards and Accolades:**

- University of Notre Dame Trustee STEM Fellows School - Awarded 2015 through 2017
- Department of Education: No Child Left Behind Blue Ribbon School - Recognized in 2005
- California Technology Teacher of the Year: Mrs. Julie Mildrew in 2010
- **2018** Junior High Academic Decathlon
  - State of California Champions - 1st Place Overall
  - 1st Place Logic and 1st Place in Super Quiz
  - Diocese of Orange Champions - 1st Place Overall
  - 1st Place Super Quiz
- **2017** -State of California - 2nd Place Overall
  - Diocese of Orange Champions - 1st Place Overall
  - 1st Place Super Quiz
- **2016** - State of California Champions - 1st Place Overall
  - 1st Place Super Quiz
  - 2nd Place Logic Test
  - Diocese of Orange Champions - 1st Place Overall

**Principal**  
**Position Specification**

**Summary Duties:**

Reporting to the Parish Pastor the Principal serves as the Bishop's representative in matters relating to Catholic school administration for the school. The Principal is responsible for the leadership, supervision, administration and organization of an elementary school in excess of 800 students (K-8). Collaborates and executes with Diocesan and School staff in implementing the educational ministerial vision of the diocese and parish. Works closely with key stakeholders and three Vice Principals in all aspects of running the day to day operation of the school assuring enrollment is maintained; financial affairs are in good order; students are academically motivated and excelling; teachers are properly trained and developed; and parent community engaged and supportive of school priorities. Effective, comprehensive and consistent communication is maintained to all school stakeholders.

**Specific Duties:**

*Living a life of Catholic faith filled Mission, Vision, and Beliefs focused on Results:*

- Creates and implements a vision that leads to student improvement for all learners
- Develops shared vision of rigor and high expectations
- Ensures vision and mission drive school decisions and achieve outcomes
- Confronts low expectations
- Conducts crucial conversations based on student performance data for purpose of enhancing student learning
- Ensures annual enrollment targets are achieved or exceeded while balancing enrollment with class size impacts on staff
- Assure curriculum changes are fully vetted, staff are trained and parental community fully informed – assess results as needed
- Develops, implements and monitors outcomes of school improvement plan and student achievement data to improve student learning
- Creates safe, clean, orderly learning environment
- Collaborates with staff to achieve school improvement plan targets
- Utilizes current technologies to support leadership and management functions
- Align resources to improve teaching and learning
- Manages the school with the appropriate fiduciary oversight and assures the long term financial security of the school through an active fund development program

- Ensure students are growing in their Catholic identity and by building their relationship with Christ.
- Works with Vice Principals in the hiring training and working and engaging with staff in shared vision for effective teaching and learning by implementing a standard based curriculum, relevant to student needs and interests,
- Implement research-based effective practice, academic rigor, and high expectations for student learning in every classroom
- Implements curricular scope and sequence
- Reviews instructional practices
- Creates continuous improvement cycle
- Implements data guided decisions
- Implements effective instruction strategies
- Selects and retains teachers that maximize student learning
- Evaluates the effectiveness of teaching and holds teachers accountable
- Ensures professional learning for teachers that enhance student learning
- Promotes use of technology to enhance student learning

*Building and Maintaining Collaborative Relationships:*

- Creates, develops and sustains relationships that result in active student engagement in the learning process
- Utilizes meaningful feedback of students, staff, families, and community in the evaluation of school programs and policies
- Proactively engages families and communities in support of child's learning and school learning goals
- Demonstrates an understanding of the change process
- Strengthens collaboration and outreach with other schools, as well as local and regional communities
- Develop professional learning networks and mentoring among staff
- Principal to be a member of the Parish Staff, fully supportive and cooperative with the parishes other ministries and attending parish activities events and staff meetings.

*Leading with Integrity and Professionalism:*

- Treats all people fairly and with dignity and respect.
- Protects the rights and confidentiality of students and staff
- Demonstrates personal and professional standards and conduct that enhance the image of the school and the education profession by modeling his or her Catholic faith daily
- Creates and supports a climate that values, accepts, and understands diversity in culture and points of view

- Recognizes strengths of each student
- Creates a culturally responsive climate to faculty and parents
- Engages in courageous conversations
- Expands opportunities for all students to learn from and work with highly qualified and diverse staff

*Creating and Sustaining a Culture of High Expectations:*

- Builds a culture of high aspirations and achievement for every student
- Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission
- Leads a school culture and environment that successfully develops the full range of students' learning capacities – spiritual, academic, creative, social-emotional, behavioral, and physical
- Builds an environment that considers all aspects of wellness: nutrition, health, safety, mental as well as physical well-being.

**QUALIFICATIONS:**

- A minimum of Master's Degree in Education or related field
- An active member of a parish/faith community in good standing with the Catholic Church, and models his or her faith on a daily basis, with a keen sense of hope and confidence in the future of our schools, and the presence of God daily in the lives of our students
- Previous experience as a credentialed teacher and principal or Vice Principal (Catholic school is mandatory)
- Creative problem solver
- Skilled and effective communicator
- Experience in visionary leadership and school improvement
- Experience in developing and managing all aspects of school finance and development
- Educational technology literacy with a strong foundation of STEM program excellence
- Proven track record of creating curriculum programs of high achievement
- Self-starter, motivator, flexible; ability to develop a network of professional contacts; professional demeanor; respects and understands the need for confidentiality and ethical behavior and abides by those principles
- Excellent analytical and marketing skills
- Ability to make effective and persuasive presentations on controversial or complex topics to Parent groups, Parish and/or Advisory Boards.
- Must be able to deal with conflict in an open and direct manner
- Ability to attract, select, place and manage qualified personnel

- Demonstrated success working in a high achievement K-8 learning environment
- Knowledge of the Catholic Church at the parish, diocesan level

**Please contact:**

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