



DIOCESE OF ORANGE
DEPARTMENT OF CATHOLIC SCHOOLS
13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

ANNOUNCEMENT OF SCHOOL ADMINISTRATIVE POSITION

ELEMENTARY SCHOOL PRINCIPAL

CHRIST CATHEDRAL ACADEMY

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 growing kindergarten through eighth grade diocesan school with an attached preschool located in Garden Grove, California. The position is effective July 1, 2020.

DESCRIPTION:

- Serves as the Bishop's representative in matters relating to Catholic school administration for the school.
- Is responsible for the supervision, administration, and organization of an elementary school of 266 students (K-8) and 100 preschool students (2, 3, & 4 yrs. old).
- Works collaboratively with other diocesan staff in implementing the educational ministerial vision of the diocese.
- Works collaboratively with Christ Cathedral Parish as the affiliate parish for the Academy in providing additional support and clergy assistance in matters of developing Catholic Identity and the spiritual formation of students and community.

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 developing a strong presence within the Diocese of Orange as the Cathedral school.
- 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 in working with a diverse group of teachers, students, parents and diocesan ministries.
- Demonstrates sensitivity and ability to relate openly and collaboratively within a strong school community.
- Has a strong working knowledge of school development, advancement and fiscal management.
- Has a strong ability to multi-task and possess strong organizational skills.
- Demonstrates a high level of proficiency in integrating technology encompassing a vision for future growth.
- Has experience in strategic planning and consultative board development

SALARY:

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



APPLICATION PROCESS:

Please send current resume with cover letter to:

Mike Schabert, Associate Superintendent, Department of Catholic Schools mschabert@rcbo.org

and

Nanci De la Rosa-Ricco, Department of Catholic Schools, nricco@rcbo.org

Upon receipt of the above, the Diocesan Administrative Application and guidelines will be forwarded to the candidate for completion in advance of a scheduled preliminary interview.

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

DEADLINE FOR LETTERS OF INTEREST:

Saturday, May 30, 2020 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.