



ELEMENTARY SCHOOL PRINCIPAL OUR LADY OF FATIMA ACADEMY

Our Lady of Fatima Academy operates as a ministry of Our Lady of Fatima Parish. Our mission is to partner with parents, the primary educators of their children, to provide a Catholic Christ-centered, academically excellent, and safe school environment where all children can achieve their God-given potential and make a positive difference in the world.

Our Lady of Fatima Academy, located in the city of San Clemente, provides students with outstanding Catholic faith formation and the skills and knowledge to prepare them for lives of goodness, service, and success. The school has a current enrollment of 190 and serves students in Transitional Kindergarten through 8th grade.

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 identity of the school community.

Our school is committed to forming the young Church of today and its future leaders.

QUALIFICATIONS FOR PRINCIPALSHIP:

A qualified candidate must:

- Be a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith, together with a regular presence/visibility at parish weekend liturgies.
- Have a growth mindset in developing positive relationships and enrollment, together with proven written and verbal communication skills.
- Be committed to develop a strong parish/school connection through interaction with the greater parish community.
- 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, especially as it pertains to teaching staff and parents/guardians.
- 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:

Until position is filled.