

CATHOLIC SCHOOL PRINCIPAL

Our Lady of Perpetual Help, Indio

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Our Lady of Perpetual Help, Indio, is a Pre-Kindergarten through 8th grade school, located in the city of Indio, in the county of Riverside, California. Our Lady of Perpetual Help is fully accredited by Western Catholic Educational Association and Western Association of Schools and Colleges (WCEA/WASC) with an enrollment of 262 and staff of 32.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Collaborate with the Pastor.
- Possess an in-depth understanding of the Roman Catholic faith and doctrine and a commitment to living and modelling that faith in the school community. The Principal must also lead the community and administer the school in accordance with Roman Catholic doctrine.
- Verbalize and clarify the mission and philosophy of Catholic school education.
- Provide educational leadership for the school as well as be able to assume responsibility for the day-to-day administration.
- Demonstrate excellent communication skills and enthusiasm for developing and maintaining a school with a strong Catholic identity and academic program.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Must be Bilingual/Biliterate English and Spanish.
- **Must** be an active, practicing Roman Catholic, in good standing.
- **Must** have experience working in Catholic Schools.
- Must possess a Bachelor's degree.
- Masters Degree Preferred.
- Ability to obtain Diocesan Ministry Formation certification.
- Valid California Professional teaching credential or equivalent.
- **Minimum five years** successful classroom teaching/administrative experience in a Catholic school(s) environment.
- **Five years** of successful administrative experience in a Catholic School(s) environment Preferred.
- Valid credential in educational administration Preferred.
- Advanced degree in Educational Administration Preferred.
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Standing, walking, sitting, hearing, speaking, seeing, reaching, lifting and carrying up to 50 pounds, pushing, pulling, stooping, kneeling, crouching, repetitive hand/finger/arm movements, sense of touch/feel, driving abilities, ability to travel locally and nationally.

Please submit letter of intent with salary requirements, a letter from your pastor, and request for Application to:

Diocese of San Bernardino
Attn: School Principal
Office of Catholic Schools
1201 E. Highland Ave.
San Bernardino, CA 92404
E-mail: catholicschools@sbdiocese.org
Fax: (909) 475-5477

Intent and Application must be received on or before April 12, 2019
The Diocese of San Bernardino is an Equal Opportunity Employer