

CATHOLIC SCHOOL PRINCIPAL

St. Hyacinth Academy, San Jacinto, Ca

Annual Salary \$69,000.00 - \$72, 000.00 DOE

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 our lives with hope.

St. Hyacinth Academy is a Pre-K through 8th grade school, located in the City of San Jacinto, in the County of Riverside, California. St. Hyacinth Academy is fully accredited by Western Catholic Educational Association and Western Association of Schools and Colleges (WCEA/ WASC) with an enrollment of 120 students and a professional staff of 20. We are currently accepting resumes for a School Principal.

POSITION SUMMARY

The principal is the spiritual and educational leader of the school directly responsible for the administration, operation and development of all academic, co-curricular and formational programs of the school and for the planning, coordination and execution of the school's educational policy. This responsibility demands a close working relationship with the Pastor, Office of Catholic Schools, the faculty, staff and students, as well as parents and the community at large.

The principal is a facilitator of the community of faith and bears the responsibility for the integration of faith and culture within St Adelaide Catholic School. It requires a religious and educational leader with a vibrant Christian spirituality in the Catholic tradition, sound educational and theological understandings, and life-giving leadership skills. The leadership provided by the principal will be consistent with the religious, moral, and ethical principles of the Catholic Church, with Catholic teachings, philosophy and values, and with the Diocesan vision for Catholic schools.

The principal, as the Chief Administrator of the school, has the primary responsibility for achieving the mission of St Adelaide Catholic School maintaining and developing a school strong in academic achievement, counseling and guidance services, and ample programs to meet the co-curricular and extra-curricular needs of the students. Concurrently, the Principal is responsible for overseeing the fiscal health and vitality of the school. The principal will collaborate with all prudent financial departments: school Bookkeeping or Business Office, Accounting and Office of Catholic Schools to implement effective and efficient financial measures.

The principal is ultimately responsible for all instructional and operational programs of the school. The principal oversees the coordination of the Administrative who assists the principal in executing this responsibility. The principal works together with the Administrative Team and other directors of the school's programs to ensure the effective day-to-day operation of the school.

The principal must also demonstrate the following:

- Commitment to an ongoing understanding of the ministries and spirituality of St Adelaide Catholic School as it continues to evolve.
- Excellent oral and written communication skills, including public speaking skills.

- Knowledge and understanding of the financial, accounting, marketing and operational functions of an organization and the ability to apply this knowledge in decision making.
- Commitment to ongoing professional growth through reading, classes, workshops, conferences, etc.
- Ability to articulate an educational vision that incorporates the best aspects of Catholic education.
- Experience with various leadership strategies when dealing with parents, boards, and alumni.

KEY DUTIES

1. To develop and maintain a strong and vibrant faith community among students, faculty, staff, and parents centered on the mission and core values of St Adelaide Catholic School.
2. To develop strategy and direct implementation of action plans, allocating resources effectively to support and achieve the school's goals.
3. To grow the fiscal vitality of the school by planning and executing initiatives.
4. To promote a rigorous curriculum, high quality instructional practices and informed decisions to drive improvement.
5. Submits all forms requested by Office of Catholic Schools and Office of Human Resources.
6. To provide an environment that supports cooperation and collaboration with faculty/staff, students and community.
7. To be a visible presence in all areas of the school, encouraging excellence, facilitating opportunities, and working to resolve all problems, both routine and unique as they arise.
8. To attract and maintain an exemplary faculty; to support and implement professional growth programs; and to develop an Administrative Team.
9. Establishes strong line of communication with Office of Catholic Schools.

QUALIFICATION GUIDELINES

- California Teaching Credential
- Administrative Credential
- Master's Degree
- Must be a Catholic in good standing within the Catholic church
- Minimum of five (5) years of successful teaching experience
- Ability to communicate effectively in English, both orally and in written form.
- Experience in a multiethnic school- (highly desirable)
- Bilingual, bi-literate (in Spanish)- (highly desirable)
- Five (5) years of successful administrative or like position experience- (highly desirable)
- Commitment to an ongoing understanding of the ministries and spirituality of St. Hyacinth Academy as it continues to evolve.
- Excellent oral and written communication skills, including public speaking skills.
- Knowledge and understanding of the financial, accounting, marketing and operational functions of an organization and the ability to apply this knowledge in decision making.
- Commitment to ongoing professional growth through reading, classes, workshops, conferences, etc. Ability to articulate an educational vision that incorporates the best aspects of Catholic education with an annual Strategic Plan.
- Experience with various leadership strategies when dealing with parents, boards, alumni, donors and the community at large.

RESPONSIBILITIES

LEADERSHIP IN FAITH COMMUNITY/CATHOLIC CHARACTER

- Ensure that the Catholic character of the school is developed and nurtured.
- Helps faculty and staff integrate the mission of St Adelaide Catholic School in all affairs of the school: academic, student life, athletic and campus ministry.
- Generate a positive Catholic culture and environment in the school, thus developing a strong Catholic faith community.
- Work closely with Campus Ministry and Pastor to ensure opportunities for annual retreats, worship and prayer, and service.

LEADERSHIP DEVELOPMENT OF SELF AND OTHERS

- Model integrity promotes high ethical and professional standards in all interactions with shareholders in the school.
- Work in close collaboration with other Administrative Team members to form an effective team
- Engage in ongoing learning to keep abreast of contemporary educational issues
- Engage in succession planning and developing leadership potential
- Support and mentor's staff
- Assist Administrative Team members with goal setting and performance reviews
- Develop a culture of reflection, self-review and improvement within the school

LEADERSHIP IN OVERALL POLICY

- Work cooperatively with bookkeeper, business manager or controller of catholic schools in the development of the annual school budget, monitoring relevant expenditures to be reviewed by the Office of Catholic Schools.
- Monthly review of Balance Sheet, Income Statement, and tuition accounts
- Provides input into periodic review of the philosophy and mission statements of the school.
- Develop faculty procedures in collaboration with the school Administrative Team.
- Ensures compliance with accrediting agencies and all State of California and Diocesan policies; oversees the completion of all official Accreditation, Diocesan, and State reports.

LEADERSHIP IN IMPROVEMENT, INNOVATION AND CHANGE

- Establishes, implements and reviews the school's strategic plan.
- Promotes innovative ideas and practices.
- Develops a culture of reflection, review and improvement.
- Leads annual goal setting, implementation and review with teaching staff
- Leads the school review and improvement process
- Facilitates and encourages quality change process

LEADERSHIP IN FACULTY AND STAFF RECRUITMENT/DEVELOPMENT

- Interviews, employs and, where necessary, terminates members of the faculty and staff after

appropriate consultation with the Office of Catholic Schools and Human Resources.

- Provides orientation for new teachers and school staff in conjunction with the school Administrative Team.
- Designs and implements faculty mentorship program.
- Nurtures the development of leaders within the faculty and staff.
- Establishes an organizational structure through which working relationships, lines of accountability and responsibility, and communication channels are clearly defined.
- Implements and encourage collaborative planning and leadership at all levels of the school organization.
- Contributes to the building of positive morale among faculty, staff and students.
- Plans and coordinates agendas for faculty meetings and in-service days.
- Annually review and revision of Handbooks corresponding to diocesan policies.

LEADERSHIP IN ACADEMIC AFFAIRS

- Assumes overall responsibility and accountability for the planning, development, implementation, and evaluation of the curriculum.
- Keeps abreast of standards, trends, developments, and research as they pertain to educational practices, especially in Catholic schools.
- Develop a strategy for analyzing and implementing the curriculum and program needs of the future.
- Works closely with the Administrative Team, as their responsibilities dictate, and department chairs in the development and evaluation of curriculum and instruction, in the integration of local and global explorations, the scheduling of classes, and the daily schedule.
- Oversee assignment of teaching and other professional responsibilities, as the needs of the school require.

LEADERSHIP IN STUDENT AFFAIRS

- Promotes student activities that ensure quality of student life and total school program.
- Makes final decision regarding probations, suspensions and dismissals upon consultation with Pastor and Office of Catholic Schools.
- Supervises administration of the discipline policies of the school in a manner consistent with the spirit of the mission.
- Responsible for timely publication of the Parent/Student Handbook and accuracy and legality of all policies contained therein.

OTHER:

- Promotes purposeful and intentional inclusion and mentorship for new students, personnel and families.
- Communicates short- and long-range plans to the school community.
- Works in collaboration with the Office of Catholic Schools to ensure the coordination of the use of school facilities for school and non-school related functions.
- Assists the Admissions Director in enrollment management, recruitment plans and in maintaining a presence with local partner schools.
- Works cooperatively with parent groups and alumni, maintaining close liaison with the Office of Catholic Schools.
- Conducts regular Administrative Team meetings.
- Maintains memberships in accrediting and other professional organizations (WCEA, NCEA, College Board, etc.).

- In collaboration and coordination with other key offices of the school, oversees annual school calendar planning.

Interested candidate please submit resume and Catholic Schools Emplo to:

Ana Podboj
HR Manager
Diocese of San Bernardino Pastoral Center
1201 E. Highland Ave. San Bernardino, CA 92404
Email: catholicschoolshr@sbdioocese.org
Fax to 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer

Diocese of San Bernardino - Catholic Schools

Application for Employment Education and Welfare Corporation

We are pleased that you are interested in applying for a position with the Diocese of San Bernardino. This diocese does not discriminate in hiring or employment on the basis of race, color, sex, national origin, marital status, or on the basis of age. No question on this form is intended to secure information to be used for such discrimination. The diocese reserves the right to favor employees who are Catholic. We will give this application every consideration. However, in accepting it, the diocese makes no commitment of employment to the applicant.

All questions should be answered in your own handwriting.

Position Applied for: _____ ☐ Full Time ☐ Part Time

Name (in full): _____

Address: _____

Phone Number: () _____ Social Security #: X X X - X X -----

Message Number: L_) _____

Other names used in previous employment or schooling: _____

Religious Affiliation: _____

Can you, after employment, submit proof that you have the legal right to work in this country? ☐ YES ☐ NO

Upon employment you are required to complete an Employee Eligibility Verification (Form 1-9).

Bilingual (other than English) language skills: Language: _____ ☐ Speak ☐ Write ☐ Translate As

an adult, have you ever been convicted of an offense other than a minor traffic violation? ☐ YES ☐ NO

If YES, please explain the nature below. (Convictions are evaluated for each position and are not necessarily disqualifying) .

How did you learn about this position?

☐ Diocese ☐ Parish ☐ School ☐ Employee ☐ Bulletin Board ☐ Newspaper ☐ Other _____

Position desired: (Please check all interested positions)

☐ Teacher Indicate Level Preference: ☐ Pre-School ☐ K ☐ I ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9-12

If 9-12, indicate subject areas of qualification: _____

☐ Principal Indicate Level Preference: ☐ Elementary ☐ Secondary Indicate _____

☐ Director Level Preference: ☐ Pre-School

☐ Substitute Indicate Level Preference: ☐ Elementary ☐ Secondary ☐ Pre-School

☐ Classified ☐ Office Support ☐ Day/Extended Care ☐ Custodial ☐ Teacher Aide ☐ Other _____

Date you can begin work _____

Presently Employed: ☐ Yes ☐ No

If yes, can you secure a release? ☐ Yes ☐ No

Highest Degree _____ Major _____ Minor _____

Obtained from _____ Date _____

Certification State: ☐ Yes ☐ No

If yes list State issued _____ Catechetical ☐ Yes ☐ No

List any professional special studies or research work you have done

Questionnaire

Full Name: _____

Address: _____ City/State/Zip: _____

Have you ever been convicted of a crime involving physical abuse or sexual abuse by you? ☐ YES ☐ NO

If yes, give a short explanation of the circumstances of the conviction. (Please indicate the date, nature and place of the alleged incident leading to the complaint, where the complaint was filed and the disposition of the complaint).

Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse or sexual abuse by you? ☐ YES ☐ NO

If yes, give a short explanation of the allegations. (Please indicate the date, nature and place of the allegations, the disposition of the allegations and your employer at the time, including your employer's name, address and telephone number).

Have you ever received any medical treatment, physical or psychological, for reason involving physical abuse or sexual abuse by you? ☐ YES ☐ NO

If yes, give a short description of the treatment, including dates, nature and location, identifying the treating physician with name, address and telephone number.

Have you ever applied to or worked for the Diocese of San Bernardino before? ☐ Yes ☐ No If yes, when _____ Do you have

any friends or relatives working for the Diocese of San Bernardino? ☐ Yes ☐ No If yes, state name(s) and relationship

Why are you applying for work at the Diocese of San Bernardino? _____

Are you able to perform the essential functions of the job for which you are applying? ☐ Yes ☐ No If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicant/employees to perform essential functions.)

Answer the following questions if you are applying for a professional position

Are you licensed/certified for the job applied for? ☐ Yes ☐ No

Name of license/certification _____

Issuing State _____

License/certification number _ _ _ _ _

Has your license/certification ever been revoked or suspended? ☐ Yes ☐ No

If yes, state reason(s), date of revocation or suspension and date of reinstatement

The information I have provided on this form is accurate to the best of my knowledge and may be verified by the Diocese of San Bernardino. I agree to execute any releases necessary to permit the release to the Diocese of San Bernardino of prior employment, medical, judicial and law enforcement records and information pertinent to matters addressed in this questionnaire.

Signature: _____

Date: _____

Please read carefully, Initial each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the Diocese of San Bernardino to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Diocese of San Bernardino any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Diocese of San Bernardino, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by the Diocese of San Bernardino, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with the Diocese of San Bernardino, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. This application and the Diocese of San Bernardino Personnel Policy and Procedure Manual, contains the entire agreement between the parties with regard to dispute resolution, and there are no other agreements as to dispute resolution, either oral or written.

_____ I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Diocese of San Bernardino. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Diocese of San Bernardino, and that no promises or representations contrary to the foregoing are binding on the Diocese of San Bernardino.

REFERENCE CONSENT

I do hereby authorize the San Bernardino Diocesan Office of Catholic Schools to verify my representation made by me, either oral or written, concerning my application for the position for which I applied. Further, I hold harmless to any individual or firm for any information that it may provide. I understand that the Diocesan Office of Catholic Schools may contact individuals or organizations other than those I have provided as references in this process. In addition, the Office of Catholic Schools has my consent to discuss with individuals or organizations other information which it feels may be pertinent to my application for this position.

Print Name _____

Signature _____ Date _____

SALARY REQUIREMENTS :\$_____

TEACHING/ADMINISTRATIVE EMPLOYMENT DATA: Please account for all your time in the U.S. during the last ten (10) years, including jobs, U.S. military service unemployment service, etc. Start with present or most recent employer(s).

School :	May we contact your present employer now? <input type="checkbox"/> YES <input type="checkbox"/> NO
Address:	Reason for Leaving:
Name & Phone Number of Supervisor :	
Duties:	

School:	May we contact your present employer now? <input type="checkbox"/> YES <input type="checkbox"/> NO
Address :	Reason for Leaving :
Name & Phone Number of Supervisor :	
Title of Position	Date Employed (MM/DDNY) From To

Duties:	
School :	May we contact your present employer now? <input type="checkbox"/> YES <input type="checkbox"/> NO
Address :	Reason for Leaving:
Name & Phone Number of Supervisor :	
Title of Position	Date Employed (MM/DDNY) From To
Duties :	

Condense other previous employment records					
From	To	Employer Name	Address, City, Zip	Title of Position	Final Weekly Salary

I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any false information submitted in this application may result in my discharge, and that my employment may be subject to fingerprinting, proof of age, proof of U.S. citizenship or legal right to remain permanently in this country.

I further authorize any individual, company or institution with which I have been associated to furnish the Diocese of San Bernardino with any information concerning my employment which they have on record or otherwise and do hereby release the individual company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred in furnishing such information.

Name (please print)_____Signature & Date _____

Please provide a letter of intent stating your reasons
for applying in the Catholic School System.

Please return application and supporting documents to:
Office of Catholic Schools
Diocese of San Bernardino
1201 East Highland Avenue
San Bernardino, California 92404

PHILOSOPHY OF CATHOLIC SCHOOL EDUCATION DIOCESE OF SAN BERNARDINO

The Catholic elementary and secondary schools within the Diocese of San Bernardino are recognized as part of Christ's church and its evangelizing mission. Under the authority of the Bishop, the schools share a common Catholic vision, resources, and responsibilities as they strive to serve the youth that are reflective of the diverse cultural, ethnic, and economic population of San Bernardino and Riverside counties. The schools are committed to include the economically poor in Catholic school education. If the school is part of a parish, it is considered a ministry to the parish and it is directly under the pastor/pastoral coordinator.

The tenets and the tradition of the Catholic faith are an integral component of the philosophy and goals of each school. All facets of Catholic Education contribute to the faith development of the students. All teachers are expected to reflect the commitment to teach and model Catholic principles, to promote the Good News as proclaimed by the Roman Catholic Church in contemporary society in this richly diverse diocese.

The schools are expected to prepare youth to respect the sacred dignity of the person, to be a responsible member of the community, and to be willing to translate the Good News into action through service projects and engage in respectful treatment of peers and adults.

Parents, who have the primary responsibility for the moral and religious development of their children, are partners in the educational process. Home and school, together, participate in the development of school policies, curricula, and budgetary processes based on Catholic values through School Boards, Parent Group Activities and Principal/Teacher initiatives.

Therefore, the Catholic school is committed to provide:

- A foundation in Catholic teaching and traditions;
- Activities that allow students to experience prayer and liturgy;
- Educational opportunities for students of varied academic abilities;
- Financial aid programs to assist families unable to assume full financial responsibilities;
- Opportunities for students to serve others;
- A values-permeated atmosphere for developing a true faith community.

In this way, the Catholic school will be a community of faith in which the Catholic message, the experience of community worship, and social concern are integrated into a total life experience. Our mission is to impact the family, neighborhood, and society with hope through Catholic Education.