

Archdiocese of San Francisco
Department of Catholic Schools
Job Posting

Date: February 10, 2023

School Name: Our Lady of Angels School

School Address: 1328 Cabrillo Avenue, Burlingame, CA

School Background: Our Lady of Angels School is K-8 coeducational school that serves approximately 300 students with a full-time faculty and staff. The OLA School program is grounded in its mission and school philosophy: “Our Lady of Angels School, together with the Capuchin Franciscans, is a community dedicated to providing a Catholic education that emphasizes spiritual growth, academic success, and respect and compassion for others.” Our Lady of Angels, a parish school in Burlingame, California is a Catholic elementary school operating under the Archdiocese of San Francisco. Founded in 1927 under the direction of the Sisters of Mercy, the school has been a prominent fixture in the community, serving multiple generations of students and families. More information about the school and parish community can be found at www.ola.community

Position Title: Principal

Position Type: Full-time, exempt, benefitted

Job Description: General Duties and Responsibilities- The principal provides leadership in the development and direction of an instructional program designed to achieve Archdiocesan and parish objectives. S/he is responsible for the complete operation of the school, including all its approved functions and services. Responsibilities include implementation of Archdiocesan and school advisory council policies. A full job description will be provided to eligible candidates prior to an interview.

Requirements/Qualifications:

1. Be a practicing Roman Catholic in good standing with the Church
2. Hold a valid California Standard Teaching Credential.
3. Have a minimum of five years of experience in teaching and/or in administration with Catholic school experience.
4. Have attained one or both of the following: Masters degree in an educational field and/or an California administrative credential or Catholic administrative services certificate**
5. Be certified as a catechist at the basic level **
6. Have a deep commitment to the Catholic life of the school
7. Have demonstrated expertise in the area of curriculum and technology in the classroom
8. Be adept at inspiring teachers and galvanizing them around the pursuit of educational excellence.
9. Have strong interpersonal skills and be adept at building and maintaining relationships

**Principals who are not in possession of both educational qualifications, must complete the requirement within a three year period of time from the date of hire*

*** Principals who are not in possession of basic certification in religion, must have completed the process before they start their position.*

Application Instructions: Complete the official application from the Department of Catholic Schools (DCS). Establish a personnel file with the DCS (applicants with existing DCS personnel files are required to create a new file). Attend an introductory/pre-screening interview with the Department of Catholic School's Human Resources Manager

Application materials may be downloaded from the official DCS website by clicking on the following link: <https://www.sfarchdiocese.org/employment-opportunities/>

The requested material plus a letter of interest should be returned to:

Christine Escobar
Human Resources Manager
Department of Catholic Schools
One Peter Yorke Way
San Francisco, CA 94109-6602

Completing the application process does not guarantee an interview for a principal position, nor does it assure hiring as a principal in the Archdiocese of San Francisco.

SALARY:

Salary is determined according to Archdiocesan guidelines and is based upon experience as a teacher or administrator and graduate education. Medical, dental and retirement are included as part of the benefit package.

Our Lady of Angels School adheres to the following policy:

"All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin." (Administrative Handbook #4111.4)