GOOD SHEPHERD CATHOLIC SCHOOL  
Preschool-Grade Eight; Coed  
Santa Cruz, California  

Open Position: PRINCIPAL, 2018-2019 School Year  

Good Shepherd Catholic School is the fully-accredited tri-parish school of St. Joseph, Capitola; Resurrection Church, Apts; and Star of the Sea, Santa Cruz. Good Shepherd Catholic School has a fall enrollment of 210 students in Preschool through Grade Eight and has approximately 35 professional staff members. The school is seeking a dynamic, innovative and visionary principal to fulfill its mission to foster leaders of tomorrow with faith in the future.

QUALIFICATIONS  

As the leader of the Faith Community of the school, the Principal shall:  
1. Be a practicing Catholic, in good standing with the church, who has knowledge and understanding of the Catholic faith  
2. Be deeply committed to the development of the faith life of teachers and students  
3. Understand and be dedicated to the ministry of Catholic education

As a professional educator, the Principal shall:  
1. Have a minimum of five years of experience in teaching and/or in administration with Catholic school experience  
2. Hold a basic Catechetical Certification or adhere to the minimum requirements for Catechetical Certification as set forth by the Diocese of Monterey  
3. Hold a Master’s Degree with a minimum of 20 graduate hours with an emphasis in supervision, curriculum, instruction or other related education administration courses  
4. Hold a valid California Standard Teaching Credential or its equivalent from another State  
5. Hold a valid California Administrative Services Credential*  
6. Be proficient in educational technology, including the Microsoft Office Suite and Google Apps for Education, and have a willingness to integrate new technology into the curriculum  
7. Have public relations and development skills to increase stakeholder relationships and to generate deeper involvement and excitement about the life and mission of Saint Rose Catholic School  
8. Have enrollment management and marketing skills to maintain healthy school enrollment  
9. Have strong knowledge of school finances and the budgeting process

*Principals in the Diocese of Monterey who do not hold a current, valid California Administrative Services Credential must complete the requirements for such a credential per State requirements and Diocesan policy within a period of time mutually agreed upon with the Superintendent of Schools.
**SALARY**

Salary for this position will be determined according to the school’s salary schedule. Benefits include pension plan, social security, and health insurance.

**SUPPLEMENTAL QUESTIONS**

As part of the application process, principal candidates are asked to submit written responses to the following:

1. Describe your basic philosophy of education. What are the beliefs that guide your actions as an administrator?

2. Why do you wish to work in a Catholic School?

3. What purpose(s) do you feel Catholic Schools fulfill?

4. What are the most important characteristics of an effective Catholic School?

5. What contribution can you personally make to a school’s goals?

**APPLICATION PROCEDURES**

Submit cover letter addressed to Superintendent Kimberly Cheng, resume, list of references, three current letters of recommendation (dated within the last three years) and answers to supplemental questions via Edjoin or email to:

Mimi Schwertfeger, Administrative Assistant, Department of Catholic Schools
mswertfeger@dioceseofmonterey.org

Application deadline: April 20, 2018

Position begins July 1, 2018