

**ANNOUNCEMENT OF SCHOOL ADMINISTRATIVE POSITION
CATHOLIC ELEMENTARY SCHOOL PRINCIPAL**

**Our Lady's School
Diocese of San Diego, California**

The Diocese of San Diego is seeking a qualified and experienced educational leader for Our Lady's School (OLS). A qualified candidate is someone who is deeply committed to further the development of the faith, life, and academic excellence of the school. OLS is a single classroom transitional kindergarten through eighth grade diocesan school located in San Diego, California on two campuses, separated by approximately one mile. The T-K through second grade classrooms are at the Father Brown Campus, located at Our Lady of Guadalupe Parish at 744 Beardsley Street, and the third through eighth grade classrooms are at the Our Lady of Angels Campus at 650 24th Street. The position is effective July 1, 2023. Current student enrollment is 153 students with capacity to grow to 190. For more information about the school visit www.olssd.org.

The mission of OLS is to provide a quality Catholic education to students of local families, many of whom receive substantial financial aid support. On average families pay \$3500 of the \$5000 per student tuition. (Actual cost of educating one student is \$7200). We work with families to make the education affordable and rely on donations from local foundations and private donors for their support. The vast majority of families are Hispanic and many will be the first in their family to attend college.

Given that the administration of the school is under the care of the Jesuit Pastor of Our Lady of Guadalupe Parish, the overall mission of the school is in keeping with the long-standing Jesuit tradition of education of the whole person, preparing students to become young men and women for others. To further develop the intellectual and other gifts of students, a major goal of the school is to prepare students to gain admittance into the top Catholic and private high schools in San Diego. This past year 100% of the graduating 8th graders went on to Catholic high schools. The team of teachers is highly committed, with low turnover this past year. The school is undergoing its WASC/WCEA accreditation this year. The school is embarking upon a President-Principal model, with the President undertaking responsibility for the fundraising and finances of the school and working closely with the Principal for admissions. The school now seeks a highly qualified and proven bilingual educational leader to provide instructional support and formation for the teachers.

Principal Qualifications:

The Principal shall be:

Religious:

- 1) A leader/facilitator of the school faith community
- 2) A practicing Roman Catholic with a strong understanding of the Catholic faith
- 3) Deeply committed to the development of his/her own faith and that of the parents, teachers and students
- 4) Have an Understanding and dedication to the ministry of Catholic education

Professional:

- 1) Be a proven educational leader, able to support and challenge teachers
- 2) Understand TK-8th grade curriculum, and how to ensure continuity
- 3) Have a minimum of three years successful administrative experience in Catholic Schools
- 4) Have a Master's Degree in Educational Administration and/or California Administrative Credential

- 5) Have the ability to verbalize and clarify the philosophy and vision of Catholic School Education based upon church documents relevant to Catholic education
- 6) Demonstrate leadership ability in past or present educational experiences

Principal Job Description:

The principal has, as delegate of the diocese, immediate responsibility for implementing the philosophy and vision of the school in its regular operation. A school principal has the responsibility to:

- 1) Implement the philosophy of the school in its regular operations
- 2) Administer the total school program
- 3) Supervise and evaluate: a) Professional personnel; b) Auxiliary support staff; c) Students
- 4) Provide instructional leadership in accordance to the Office for Schools Academic Excellence initiatives.

Salary:

Negotiated based upon experience, education, and qualifications

Application Process:

Please send current résumé with cover letter to:

Scott Santarosa, S.J.
Pastor
Our Lady of Guadalupe Parish
1770 Kearney Ave.
San Diego, CA 92113

ssantarosaj@olgsd.org

Deadline for Résumé /Letter of Interest:

Thursday, December 1, 2022 or until position is filled.