

## ANNOUNCEMENT OF SCHOOL PRINCIPAL OPENING OUR LADY QUEEN OF ANGELS SCHOOL



***Our Lady Queen of Angels Catholic School Mission Statement***  
**To empower and inspire students through faith, knowledge, and service.**

Our Lady Queen of Angels School opened its doors to 140 students on September 21, 1964, to assist Catholic parents in the total education of their children. Grades one through four were members of the charter enrollment.

### Development of the School

- Beginning in 1964, the school opened with grades one to four with 140 students
- 1968: Single classrooms of grades one to eight
- 1983: Kindergarten was added to the school
- 1991 and 2008: School added second classrooms of grades one to eight. New wing houses computer and science labs, music/extended day, kindergarten, and Pre-K classrooms. Included in the development was a new library, school offices, counselor office, tutoring room and reading specialist room
- 2019: Transitional Kindergarten added in 2019
- 2021: New Athletic and Activity Center opened

### Succession of Pastors

- Msgr. Ralph Harvey: 1964-1980
- Msgr. Michael Driscoll: 1980-1984
- Msgr. William McLaughlin: 1980-2004
- Msgr. Kerry Beaulieu: 2004-2018
- Reverend Steve Sallot: 2018-Current

### Succession of Principals

- Sister Georgeann O'Brien, CSJC: 1964-1968
- Sister Michael Ellen McEver, CSJC: 1968-1974
- Sister Michael Flaherty, CSJC: 1974-1978
- Sister Linda Nicholson, CSJC: 1978-1985
- Sister Joanne Clare Gallagher, CSJC: 1985-1998
- Ms. Eileen Ryan: Co-Principal/Principal: 1988-2018
- Dr. Julie Tipton: Principal: 2018-Current

Dr. Tipton has recently announced her resignation as principal accepting a Superintendent of Schools position for the Diocese of Rapid City in South Dakota.

**Father Steve Sallot is the current Pastor of Our Lady Queen of Angels.  
The school is supported by the Department of Catholic Education of the Diocese of Orange.**

### **Detailed Principal Position Specification**

Reporting to the Parish Pastor, the Principal serves as the Bishop's representative in matters relating to Catholic school administration for the school. The Principal is responsible for the leadership, supervision, administration and organization of an elementary school in excess of 470 students (K-8). Collaborates and executes with Diocesan and school staff in implementing the Catholic educational ministerial vision of the diocese and parish.

Works closely with key shareholders in all aspects of running the day-to-day operation of the school assuring enrollment is maintained and growing; financial affairs are in good order; students are academically motivated and excelling; teachers are properly trained and developed; and parent community engaged and supportive of school priorities. Effective, comprehensive and consistent communication is maintained to all school shareholders.

### **Specific Duties**

#### ***Living a life of Catholic faith filled Mission, Vision, and Beliefs focused on Results:***

- Creates and implements a Catholic vision that leads to improvement for all learners.
- Develops shared vision of excellence and high expectations.
- Ensures vision and mission drive school decisions and achieve outcomes.
- Conducts crucial conversations based on student performance data for purpose of enhancing student learning
- Ensures annual enrollment targets are achieved or exceeded.

#### ***Leading with Integrity and Professionalism:***

- Treats all people fairly and with dignity and respect.
- Protects the rights and confidentiality of students and staff.
- Demonstrates personal and professional standards and conduct that enhance the image of the school and the education profession by modeling his or her Catholic faith daily.
- Creates and supports a climate that values, accepts, and understands diversity in culture and points of view recognizing strengths of each student.
- Creates a culturally responsive climate to faculty and parents.
- Engages in courageous conversations.
- Expands opportunities for all students to learn from and work with highly qualified and diverse staff.

#### ***Leading and Managing Systems Change:***

- Develops, implements and monitors outcomes of school improvement plan and student achievement data to improve student learning.
- Collaborates with staff to achieve school improvement plan targets.
- Creates a safe, clean, and orderly learning environment.
- Utilizes current technologies to support leadership and management functions.
- Align resources to improve teaching and learning.

- In partnership with the Pastor, manages the school with the appropriate fiduciary oversight and assures the long-term financial security of the school through an active fund development program.
- In partnership with the Parish Pastoral team, develops a faith-based relationship with the parish, encouraging weekly Mass attendance and engagement in the life of the parish community.

### *Improving Teaching and Learning:*

- Hires, trains, retains and engages staff in shared vision for effective teaching and learning.
- Implements a standards-based curriculum, relevant to student needs and interests.
- Implements research-based effective practice, academic rigor, and high expectations for all learners.
- Implements integrated curricular scope and sequence.
- Assures curriculum is based upon traditional educational principles – avoiding secular pressures.
- Implements data guided decisions and implements responsive instructional practices.
- Creates continuous improvement cycles.

### *Building and Maintaining Collaborative Relationships:*

- Creates, develops and sustains relationships that result in active student engagement in the learning process.
- Utilizes meaningful feedback of students, staff, families, and community in the evaluation of school programs and policies.
- Proactively engages families and communities in support of child's learning and school learning goals.
- Demonstrates an understanding of the change process.
- Strengthens collaboration and outreach with other schools, as well as local and regional communities.
- Develop professional learning networks and mentoring among staff.
- Principal to be a member of the Parish Staff, fully supportive and cooperative with the parish's other ministries and attending parish activities events and staff meetings and supporting the vision of the parish.

### *Creating and Sustaining a Culture of High Expectations:*

- Builds a culture of high aspirations and achievement for every student.
- Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission of a faith-based parish school
- Assure student disciplinary policies are defined, communicated and administered so consequences are fully understood by students, faculty and parents.
- Leads a school culture and environment that successfully develops the full range of students' learning capacities- spiritual, academic, creative, social-emotional, behavioral, and physical.

### *Qualifications*

- A master's degree in education or related field (preferred)
- An active member of a parish/faith community in good standing with the Catholic Church and models his or her faith daily, with a keen sense of hope and confidence in the future of our schools, and the presence of God daily in the lives of our students.

- Previous experience as a credentialed teacher and principal (Catholic school is mandatory).
- Creative problem solver.
- Skilled and effective communicator.
- Experience in developing and managing all aspects of school finance and development.
- Educational technology literacy with a strong foundation of STEM program excellence
- Proven track record of integrating curriculum for high achievement.
- Self-starter, motivator, flexible; ability to develop a network of professional contacts; professional demeanor; respects and understands the need for confidentiality and ethical behavior and abides by those principles.
- Excellent analytical and marketing skills.
- Ability to make effective and persuasive presentations on controversial or complex topics to parent groups, Parish and/or Advisory Boards.
- Must be able to deal with conflict in an open and direct manner.
- Ability to attract, select, place and manage qualified personnel.
- Demonstrated success working in a high achievement TK-8 learning environment.
- Current knowledge of the Catholic Church organization at the parish and diocesan level.

*To apply:*

Interested, qualified applicants may email a cover letter, resume and references to:  
Erin C. O. Barisano, Ed. D., Superintendent of Catholic Schools ([ebarisano@rcbo.org](mailto:ebarisano@rcbo.org))

Please copy Nanci De la Rosa-Ricco, Executive Assistant to the Superintendent ([nricco@rcbo.org](mailto:nricco@rcbo.org)). Upon receipt of the email, application guidelines and forms will be forwarded to the applicant.