

**ANNOUNCEMENT OF SCHOOL ADMINISTRATIVE POSITION
ELEMENTARY SCHOOL PRINCIPAL
Blessed Sacrament School, Westminster, CA
Diocese of Orange, California**

The Diocese of Orange is seeking a qualified and experienced educational leader who is deeply committed to further the development of the faith life and academic excellence of a Preschool through eighth grade school located in Westminster, California. The position is effective July 1, 2018.

DESCRIPTION:

- Serves as the pastor's representative in matters relating to Catholic school administration for the parish.
- Is responsible for the supervision, administration, and organization of an elementary school of approximately 300 students.
- Works collaboratively with other parish staff in implementing the educational ministerial vision of the parish and of Catholic education.

QUALIFICATIONS:

- Is a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith.
- Has the ability to empower others within a faith environment.
- Has a clear vision for the future of Catholic education and is dedicated to its ministry.
- Possesses a Master's Degree in School Administration and/or California Administrative Credential with a minimum of three years administrative experience within Catholic education.
- Demonstrates successful knowledge and experience in early childhood through grade 8 education.
- Demonstrates a high level of interpersonal, collaborative, organizational, and administrative skills.
- Demonstrates sensitivity and ability to relate openly and collaboratively with a strong school and parish community.
- Has a strong working knowledge of school development and fiscal management.

SALARY:

- Appropriate level on the Diocesan Administrative Salary Scale based upon experience and qualifications.

APPLICATION PROCESS:

- Please send current resume with interest cover letter to:

Mrs. Sally Todd, Interim Superintendent
stodd@rcbo.org

Upon receipt of the above, the Diocesan Administrative Application will be forwarded to the candidate for completion.

Questions regarding the position can also be directed to the above contact (714/282-3056).

DEADLINE FOR LETTERS OF INTEREST: March 15, 2018 or until position is filled

Selected candidates will be contacted for personal interviews both on the diocesan and parish levels. Candidates contacted for interview will travel at their own expense.