



Announcement of School Administrative Opening

Our Lady Queen of Angels Parish School - Principal

Mission Statement:

Our Lady Queen of Angels School is a Roman Catholic parish school for grades K through 8, serving the Our Lady Queen of the Angels Parish community with over 4,500 active parishioner families. Our schools fundamental task is to educate the whole person – spiritually, morally, intellectually, and physically. We are dedicated to academic excellence as we prepare our students for success in high school and a lifelong commitment to Christian stewardship. Our school, in partnership with students and parents, strives to foster a safe, nurturing environment that promotes mutual respect among all.

Philosophy Statement

Our Lady Queen of Angels Parish School is a Catholic community. We acknowledge that each student is a unique creation of God with diverse abilities. As ministers of Catholic education, we work to discover and develop the gifts God has given each child so that he/she will be prepared to live in and contribute to the world of tomorrow. In cooperation with the parents, who are the primary educators, we strive to live this out by providing programs that stress Catholic values and promote self- worth, respect, responsibility, independence, and leadership.

History



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.

Reverend Monsignor William Ralph Harvey, founding pastor, worked closely with the Sisters of St. Joseph of Carondelet in staffing the school. Sister Georgeann O'Brien was named the first principal. She was succeeded by Sister Michael Ellen McEver in September 1968, at which time the school consisted of grades one through eight. In the fall of 1974, Sister Michael Flaherty was appointed principal.

Sister Linda Nicholson came to Our Lady Queen of Angels School in September 1978. Kindergarten was added to the school in September 1983. Reverend Monsignor Michael Driscoll succeeded Monsignor Harvey. In 1984 Monsignor William McLaughlin became pastor of Our Lady Queen of Angels. In September 1985, Sister Joanne Clare Gallagher was appointed principal. In August 1987, Miss Eileen Ryan joined the administration as vice-principal. In August 1988, Miss Eileen Ryan joined Sister Joanne Clare as principal.

Preschool was added in September 1991. The new wing which houses computer and science labs, music/extended day, kindergarten, and preschool classrooms, library, and school offices was opened in October 1991. The old school offices were refurbished and now comprise a counselor office, tutor room, and reading specialist room.

In 2007 the school went through extensive remodeling with over \$10 million being spent to create a state of the art instructional environment, and establishing a true middle school format. The curriculum is robust meeting the highest of academic standards. Today the school enrolls over 410 students having two classrooms per grade and a faculty and staff of over 50 dedicated staff. An additional \$4million is being spent to build a gymnasium for the Parish / School and should be completed in 2019.

Our Lady Queen of Angels School is supported by the Department of Catholic Education of the Diocese of Orange.



Principal Position Specification

SUMMARY DUTIES:

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 400 students (K-8). Collaborates and executes with Diocesan and School staff in implementing the educational ministerial vision of the diocese and parish. Works closely with key stakeholders 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 stakeholders.

SPECIFIC DUTIES:

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

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

Leading and Managing Systems Change:

- Develops, implements and monitors outcomes of school improvement plan and student achievement data to improve student learning
- Creates safe, clean, orderly learning environment
- Collaborates with staff to achieve school improvement plan targets
- Utilizes current technologies to support leadership and management functions
- Align resources to improve teaching and learning
- Manages the school with the appropriate fiduciary oversight and assures the long term financial security of the school through an active fund development program

Improving Teaching and Learning:

- Hires trains and works and engages staff in shared vision for effective teaching and learning by
Implementing a standard based curriculum, relevant to student needs and interests,
- Implement research-based effective practice, academic rigor, and high expectations for student learning in every classroom
- Implements curricular scope and sequence
- Reviews instructional practices
- Creates continuous improvement cycle
- Implements data guided decisions

- Implements effective instruction strategies
- Selects and retains teachers that maximize student learning
- Evaluates the effectiveness of teaching and holds teachers accountable
- Ensures professional learning for teachers that enhance student learning
- Promotes use of technology to enhance student learning

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 parishes other ministries and attending parish activities events and staff meetings.

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
- Recognizes 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

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
- Leads a school culture and environment that successfully develops the full range of students' learning capacities – spiritual, academic, creative, social-emotional, behavioral, and physical

- Builds an environment that considers all aspects of wellness: nutrition, health, safety, mental as well as physical well-being.

QUALIFICATIONS:

- A Master's Degree in Education or related field (Doctorate is preferred)
- An active member of a parish/faith community in good standing with the Catholic Church, and models his or her faith on a daily basis, 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 transformational leadership and school improvement
- 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 creating curriculum programs of 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 K-8 learning environment
- Knowledge of the Catholic Church at the parish, diocesan level

Please contact:

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