

The Diocese of San Jose is currently seeking applicants for the role of a Principal in the following schools:

- St. Nicholas School, Los Altos Hills
- St Simon School, Los Altos

The principal is the spiritual, instructional, and administrative head of the school, and is responsible for the effective operation of the school as a Catholic educational institution. He/she is the primary agent for creating an environment that fosters Catholic faith formation, academic excellence, and vitality and viability. He/she is responsible for creating a welcoming atmosphere for all members of the school community (faculty, staff, students, parents, alumni and donors) and a climate that encourages the engagement of each student in the learning process while fostering a love for learning.

The responsibilities of the principal include but are not limited to:

- Providing leadership within the school and creating an environment that speaks of the Catholic identity of the school.
- Developing a rigorous educational program that meets the needs of the student population and maintaining a consistency in academic excellence in line with the school's accreditation standards.
- Providing leadership among faculty, staff and parents that creates an inviting, welcoming, learning environment in which the diversity among students on all levels is both respected and appreciated.
- Creating an atmosphere, with faculty, staff and parents that fosters a love of learning among students and encourages the development of each student to his/her full potential.
- Providing professional development for faculty that advances the academic and spiritual goals of the school.
- Preparing the school budget in collaboration with the school board and finance committee, and monitoring of the budget once it has been approved.
- Maintaining the physical environment of the facilities and structures by ensuring their cleanliness and safety.
- Recruiting, hiring, supporting, and supervising faculty and staff, and performing annual evaluations.

The Preferred Candidate for Principal . . .

is a well-informed, practicing Catholic, registered within a parish

must be in possession of an M.A. or an administrative credential

has prior experience as principal, and a minimum of 5 years of teaching, preferably in a Catholic school

is passionate regarding the Catholic life of the school

is a curriculum and technology visionary, adept at inspiring teachers in the pursuit of educational excellence in the 21st century

is a people-person, accomplished at building and maintaining relationships and has good interpersonal skills

is prudent in the managerial dimension of school life.

How to Apply:

Please submit cover letter and resume to Christina Dickson: jobs@dsj.org.