

Archdiocese of San Francisco
Department of Catholic Schools
Job Posting

Date: February 1, 2018

School Name: Nativity School, Menlo Park

School Address: 1250 Laurel Street, Menlo Park, CA 94025

School Background: Nativity School is a PreK-8 coeducational school that serves approximately 230 students with a full-time faculty and staff. Our program is grounded in its mission and school philosophy: "to educate and prepare the whole child within a nurturing environment based on Catholic values and beliefs in order that the child may become a responsible and active member of the Church and society." Nativity School is located in Menlo Park California.

Position Title: Principal

Position Type: Full-time, exempt, benefitted

Job Description: General Duties and Responsibilities- The principal provides leadership in the development and direction of an instructional program designed to achieve Archdiocesan and parish objectives. S/he is responsible for the complete operation of the school, including all its approved functions and services. Responsibilities include implementation of Archdiocesan and school advisory council policies

Requirements/Qualifications:

1. Be a practicing Roman Catholic in good standing with the Church
2. Hold a valid California Standard Teaching Credential.
3. Have a minimum of five years of experience in teaching and/or in administration with Catholic school experience
4. Have attained one or both of the following: Masters degree in an educational field and/or an California administrative credential*
5. Be certified as a catechist at the basic level **
6. Have a deep commitment to the Catholic life of the school
7. Have demonstrated expertise in the area of curriculum and technology in the classroom
8. Be adept at inspiring teachers and galvanizing them around the pursuit of educational excellence.
9. Have strong interpersonal skills and be adept at building and maintaining relationships

**Principals who are not in possession of both educational qualifications, must complete the requirement within a three year period of time from the date of hire*

*** Principals who are not in possession of basic certification in religion, must have completed the process before they start their position.*

Application Instructions: Complete the official application from the Department of Catholic Schools (DCS). Establish a personnel file with the DCS (applicants with existing DCS personnel files are required to create a new file). Attend an introductory/prescreening interview with the Department of Catholic School's Human Resources Manager

Application materials may be downloaded from the official DCS website by clicking on the following link:
www.sfarchdiocese.org/employment

The requested material plus a letter of interest should be returned to:

Christine Escobar
Human Resources Manager
Department of Catholic Schools
One Peter Yorke Way
San Francisco, CA 94109-6602

Completing the application process does not guarantee an interview for a principal position, nor does it assure hiring as a principal in the Archdiocese of San Francisco.

SALARY:

Salary is determined according to Archdiocesan guidelines and is based upon experience as a teacher or administrator and graduate education. Medical, dental and retirement are included as part of the benefit package.

Nativity School adheres to the following policy:

“All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin.” (Administrative Handbook #4111.4)