

**Archdiocese of San Francisco**  
**Department of Catholic Schools**  
**Job Posting**

**Date:** February 23, 2018

**School Name:** Ecole Notre Dame des Victoires

**School Address:** 659 Pine Street San Francisco CA 94108      **Website:** [www.ndvsf.org](http://www.ndvsf.org)

**School Background:** Ecole Notre Dame des Victoires (NDV) is a Roman Catholic, K-8 coeducational school that serves approximately 300 students with a dedicated and creative faculty and staff including enrichment teachers in art, music, and physical education. NDV continues its long-standing tradition of teaching the French language and culture to students in all grades on a daily basis. At Ecole Notre Dame des Victoires, we believe that each child is a unique creation of a loving God with special talents and abilities. We recognize that parents are the primary educators, and we strive to strengthen our partnership with parents in a supportive Christian atmosphere. By providing a formal religious education in a spirit of respect and service, we are preparing our students to be responsible citizens of the world. Ecole Notre Dame des Victoires, founded in 1924 by the Marist Fathers, is located near the financial district in downtown San Francisco. The Sisters of St. Joseph of Orange originally staffed the school for many years.

**Position Title:** Principal

**Position Type:** Full-time, exempt, benefitted

**Job Description:** General Duties and Responsibilities- The principal provides educational leadership to enable the school to “realize the threefold purpose of Catholic education – to teach doctrine, to build community and to serve.....” The principal oversees 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 motivating them in the pursuit of educational excellence
9. Have strong interpersonal skills and be adept at building and maintaining relationships
10. Capable of working with a dynamic and involved parent community

*\*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](http://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.

Ecole Notre Dame des Victoires 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)