

Immaculate Heart of Mary School

Website: <http://www.ihmschoolbelmont.org/>

Date: January 3, 2019

School Name: Immaculate Heart of Mary School

School Address: 1000 Alameda de las Pulgas, Belmont, CA 94002

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School Background

IHM is a PK-8 coeducational school that serves approximately 230 students. The IHM school community believes in the four-fold purpose of Catholic education: to teach Catholic doctrine and to proclaim Gospel values, to build a community, to worship, and to foster service. The school partners with families in its effort to develop the total person spiritually, intellectually, physically and morally.

Job Description

General Duties and Responsibilities – The highest priority for a Catholic school principal is building a learning community that fully integrates the Catholic faith and academic excellence. The principal provides leadership in the development and direction of an instructional program designed to achieve Archdiocesan and parish objectives. The principal is responsible for the complete operation of the school, including all its approved functions and services. Clearly, the principal will work with and under authority of the current pastor, Fr. Mark G. Mazza. The principal must commit to working the school into the parish life and community.

Requirements/Qualifications

A qualified candidate must:

1. Be a practicing Roman Catholic in good standing with the Church, fully embracing the Catechism of the Catholic Church. A strong Catholic leader is required.
2. Hold a valid California Standard Teaching Credential or its equivalent from another State,
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, making sure that all is done to assist parents in handing on the integral Catholic faith to their children.
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. The principal is to model the qualities of a Catholic lady or gentleman.

**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 Process

To be considered for the principal position, candidates must:

1. Complete the official application from the Department of Catholic Schools (DCS)
2. Establish a personnel file with the DCS (applicants with existing DCS personnel files are required to create a new file)
3. 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 submitted 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.