



**ROMAN CATHOLIC
DIOCESE of ORANGE**

PASTORAL CENTER: DEPARTMENT OF CATHOLIC SCHOOLS
13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

Dear Applicant,

Thank you for your inquiry regarding a **PRE-SCHOOL DIRECTOR** position with the Diocese of Orange Catholic Schools.

Please fill out the application and mail, along with all the documents required to the listed address. As one of the references, religious applicants should submit a reference from their religious superior and lay applicants are asked to present a reference from their canonical pastor. Please **DO NOT** send reference letters in lieu of the completed reference forms.

Every Catholic School administrator is expected to be a strong faith witness and a teacher of the Catholic tradition. It is expected that the administrator, conduct him/herself in a manner that reflects a strong commitment to the mission of Jesus Christ and to the Diocese of Orange. It is required that every principal obtains and maintains certification as a catechist through the **Institute for Pastoral Ministry** sponsored by the Diocese. If certification is not been obtained prior to employment, it must be completed within three years.

For an applicant to be considered, you must submit the following:

1. Completed Pre-School Director Application
2. Three current Employment References (**TWO** professional / **ONE** Character) on forms provided
3. **Copy** of university/college transcript indicating degree obtained
4. **Copy** of your Children's Center Supervisory Permit (original should be available for verification for all school interviews)
5. A current resume

Once an offer of employment is made, the following must be provided **before** employment begins.

1. Official, **sealed** university/college transcript
2. Fingerprint clearance through the Diocese of Orange
3. Safe Environment training through the Diocese of Orange

Please fill out the application and mail, along with the appropriate documents, to the Department of Catholic Schools at the address listed above. No application will be considered until we are in receipt of **all** of the above documentation.

We review files each spring and destroy all inactive ones. If not hired in the application year, please contact the Department of Catholic Schools (nricco@rcbo.org) by February of the following year to keep your application file active. If you wish to have your name removed from our files or have a change of personal information (e.g. address or phone number), please contact us as soon as possible.

Good luck in your efforts to secure a fulfilling position, in which you can affect the lives of young people, assist in our ministry of introducing them to Catholic faith, and serve as a partner in the Bishop's pastoral mission in the Church in Orange.

Sincerely,

Sally Todd
Interim Superintendent