



St. Junipero Serra Catholic School  
23652 Antonio Parkway  
Rancho Santa Margarita, CA 92688

## ELEMENTARY SCHOOL PRINCIPAL

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***The Catholic Schools in the Diocese of Orange operate as ministries of their respective parishes. Their mission is to partner with parents, the primary educators of their children, to provide a Catholic Christ-centered, academically excellent, and safe school environment where all children can achieve their God-given potential and make a positive difference in the world.***

St. Junipero Serra Catholic School, located in Rancho Santa Margarita, CA, is one of the largest Preschool to 8<sup>th</sup> Grade Catholic schools in California. We provide students with outstanding Catholic faith formation and we nurture our students to live and model their Catholic faith as servant leaders of Christ.

The principal is tasked with providing strong Catholic Leadership. As one of the schools' religious leaders, instructional leaders, administrators and communicators, the principal will model their commitment to the Catholic identity of the school community. This position will report to the Sr. Principal.

Our schools are committed to forming the young Church of today and its future leaders.

### **QUALIFICATIONS FOR PRINCIPALSHIP:**

A qualified candidate must:

- Be a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith, together with a regular presence/visibility at parish weekend liturgies.
- Have a growth mindset in developing positive relationships and enrollment, together with proven written and verbal communication skills.
- Be committed to develop a strong parish/school connection through interaction with the greater parish community.
- Possess a master's degree in School Administration and/or California Administrative Credential with a minimum of three years leadership experience within education.
- Have demonstrated successful knowledge and experience in elementary education.
- Demonstrate a high level of interpersonal, collaborative, organizational, and administrative skills, especially as it pertains to teaching staff and parents/guardians.
- Offer a welcoming spirit to exemplify an important overall parish value of hospitality.

### **APPLICATION PROCESS:**

Please email a current resume with cover letter to:

Elise Trent, Director – Human Resources  
St. Junipero Serra Catholic School  
etrent@serraschool.org

To expedite the Diocesan Administrative Application process, please copy Nanci De la Rosa-Ricco, Executive Assistant to the Superintendent ([nricco@rcbo.org](mailto:nricco@rcbo.org)). Upon receipt of the above, the Diocesan Administrative Application and application guidelines will be forwarded to the candidate.