



PAX CHRISTI
ACADEMIES

13280 CHAPMAN AVE., GARDEN GROVE, CA 92840
714.282.3000 | INFO@PAXCHRISTIACADEMIES.ORG

Dear Applicant,

Thank you for your inquiry regarding an **ADMINISTRATIVE** position with Pax Christi Academies.

Please fill out the application and e-mail, along with all the documents required to Maribel Retana (mretana@paxchristiacademies.org).

All Pax Christi Academies employees are expected to be strong faith witnesses and teachers of Catholic doctrine and acknowledge the Statement of Catholic Morality (attached).

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

1. Completed **Administrative** 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 Administrative Credential (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

Thank you for your interest and time in supporting the mission of Pax Christi Academies.

Sincerely in Pax Christi,

Dr. Christina Arellano
President of Pax Christi Academies

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ELEMENTARY SCHOOL PRINCIPAL

Pax Christi Academies, established on July 1, 2024, formed an independent network of five Catholic schools in Orange County. The mission of Pax Christi Academies is to form children in the fullness of faith, intellect, character, and citizenship, who see God's active presence in their lives and respond to the call to be like Jesus. To create Christ-centered, parish-based schools that are driven by excellence and are accessible to all families seeking the ministry of Catholic education in view of the salvation of souls.

The principal is tasked with providing strong Catholic Leadership. As the schools' religious leader, instructional leader, administrator and communicator, the principal will model their commitment to the Catholic identity of the school community.

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 Catholic education.**
- Preference given to candidates with Catechist certification
- 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:

Maribel Retana
mretana@paxchristiacademies.org

Upon receipt of the above, the Administrative Application and application guidelines will be forwarded to you.

Questions regarding the position can also be directed to the mretana@paxchristiacademies.org.

DEADLINE FOR LETTERS OF INTEREST: Until position is filled.



Administrative Employment Application



Pax Christi Academies
13280 Chapman Ave.
Garden Grove, CA 92840
www.paxchristiacademies.org

Date: _____

Please type or print, fill out completely and accurately, and submit to the above address.

PERSONAL INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____ E-mail _____

Home Phone _____ Work Phone _____ Cell Phone _____

How long at the above address? _____ If the above address is not your permanent address or you have lived there less than five years, please provide the following information:

Previous/Permanent Address _____

City _____ State _____ Zip _____

Please list any other former name(s) or alias you may be using, or have used in the past.

Are currently or previously hired by the Diocese of Orange: Yes No If so, when: _____

Name(s) of relative(s)/friend(s) working for the Diocese of Orange or Pax Christi Academies: Name, School, Department _____

Catholic? Yes No Parish: _____

Practicing? Yes No

List of parish involvement/activities: _____

Describe ministerial experiences of stewardship and service in the parish and beyond: _____

Important: Before consideration will be given for employment, the candidate must have on file a complete set of transcripts (copies will be accepted during application process; **however, originals will be required if applicant is hired**), a copy of applicant's **current** California Teaching Certificate, two professional employment references, one character reference and their Administrative Credential. You will be notified when all of these items have been received. The file will be placed in the active applicant file and will receive consideration for openings for which the applicant is certified and has expressed an interest.

It is the policy of Pax Christi Academies not to discriminate in hiring on the basis of age, race, gender, disability or national origin.

THIS APPLICATION WILL BE KEPT ON FILE FOR ONE SCHOOL YEAR OR UNTIL HIRED (WHICHEVER COMES FIRST).

OFFICE USE ONLY

APPLICATION	RESUME	TRANSCRIPTS	CREDENTIAL	CHARACTER REFERENCES	PROFESSIONAL REFERENCES	FILE COMPLETE

EMPLOYMENT PREFERENCE

Position			LOCATION
<input type="checkbox"/> Elementary (K-8) Principal	<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Other _____	<input type="checkbox"/> Will relocate
<input type="checkbox"/> Secondary Principal	<input type="checkbox"/> Dean of Students		<input type="checkbox"/> Will travel
			<input type="checkbox"/> Near home
1. Do you have the legal right to work in the United States? (Proof of U. S. Citizenship or immigration status will be required upon employment)			<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you have a valid California Teaching Certificate?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of certificate	Certificate Number	Expiration Date	Certification in another State (State of _____)
3. Do you have a valid California Administrative Certificate?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of certificate	Certificate Number	Expiration Date	Certification in another State (State of _____)
4. Duplicates of transcripts and certificates verifying my credentials and degrees are enclosed. (Note: For the application to be considered, a copy of your California Teaching Certificate must be attached)			<input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATIONAL PREPARATION (Schools attended)

Name of School	Location	Dates	Year of Graduation/Degree
Elementary:			
High School:			
Undergraduate:			
Graduate:			
Highest degree earned:		Graduate semester hours earned after highest degree:	
Undergraduate:	Major:	Minor:	Other hours:
Overall GPA		Graduate degree(s) in:	

Activities and Honors

Please list any activities or sports which you are able to direct or coach successfully at the middle school or high school level:

List any college activities engaged in and any honors received (professional activities, interest, organizations, extent of participation):

List any community activities, organizations or clubs:

TEACHING EXPERIENCE (Attach additional pages if needed)

Grade/Subject Taught	School & Supervisor Name	City, State, Telephone	Dates
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Total years of full-time contractual teaching: _____ # of those years in Catholic Schools: _____

Administrative Experience

Name of Institution (list most current first)	Position/Supervisor	City State, Telephone	Dates
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Other Work Experience

Employer & Supervisor Name	Nature of Work	City, State, Telephone	Dates
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On a separate sheet, please address the following:

- 1. Explain why you wish to work in Catholic education.**
- 2. Explain what attracted you to the ministry of the job for which you are applying.**
- 3. Describe leadership positions you have held.**

CURRENTLY EMPLOYED?

If employed, when can you begin work?

If you are presently employed, may we contact your employer? Yes No

If no, please explain:

Name: Phone:

Present Position:

Reason for leaving position:

Present (or most recent) administrative supervisor (s):

PROFESSIONAL REFERENCES (Give three references, including references from professional supervisors to whom you reported who have firsthand knowledge of your character, personality and scholarship.)

Name (Most recent Supervisor)	Phone
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Current Address	City	State	Zip
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Name	Phone
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Current Address	City	State	Zip
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CHARACTER REFERENCE (Pastor of Current Parish)

Name	Position
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Church	Phone
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Current Address	City	State	Zip
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CONVICTION STATEMENT

“Yes” answers to the following five questions will not necessarily result in denial of employment. Pax Christi Academies will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the Pax Christi Academies in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

1. **Have you ever been convicted of or admitted committing,** (excluding only minor traffic violations not involving any allegations of drug or alcohol impairment) **a felony or crime?** You are expected to answer “Yes” even if the matter was later dismissed, deferred, vacated, or expunged. If you answer “yes,” please provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case(s).

 Yes No

Explanation:

2. **Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or voluntarily left employment while charges against you or an investigation of your behavior was pending?** You are expected to answer “Yes” even if the matter resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “Yes” please provide the date of termination of employment, the name, address, and telephone number of the employer(s) and your statement of the alleged reasons for termination.

 Yes No

Explanation:

3. **Have you ever had any license or certificate of any kind** (teaching certificate or otherwise) **revoked or suspended, or have you in any way been sanctioned by, or has any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private?** If you answer “Yes,” please provide the dates of proceedings, name, address, and telephone number of the agency or body where proceedings took place, your statement of the accusations against you and the final disposition.

 Yes No

Explanation:

4. **Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body** (teacher certification or otherwise) **or by your current or any previous employer?** If you answer “Yes” you are expected to provide the name, address, and telephone number of the employer or licensing body and a statement of the accusations against you.

 Yes No

Explanation:

5. **Have you ever been convicted of or admitted to committing a crime against a minor?** If **Yes**
“**Yes,**” provide details, including date of conviction, court where convicted, sentence imposed, and **No**
present status of conviction.

Explanation:

Use this space for any additional comments or information:

READ BEFORE SIGNING THIS APPLICATION

I understand that any false statements or omissions of information will be sufficient cause for discharge, if employed.

1. I authorize all schools that I attended and all previous employers to furnish the Diocese of Orange and Pax Christi Academies my record, reason for leaving, and all information they may have concerning me. I also authorize investigation of all statements in this application.
2. In consideration of my employment, I agree to conform to the rules and regulations of the Diocese of Orange and Pax Christi Academies . I acknowledge my employment and compensation can be terminated at any time, at the option of the Diocese, Pax Christi Academies or myself.
3. I understand that no representative of the Diocese and Pax Christi Academies has the authority to enter into any agreement contrary to the foregoing.
4. I acknowledge that I am expected to support and uphold the Catholic teachings during the entire term of my employment.

Signature _____

Date _____



Statement of Catholic Morality

Pax Christi Academies Corporation was founded to proclaim the Gospel of Jesus Christ rooted in the tradition of the Catholic Church and Sacred Scripture. For this reason, we are committed to presenting Catholic moral teaching with fidelity, and we firmly adhere to our mission in all school endeavors.

All Pax Christi Academies Corporation students and staff are required to take part in certain Catholic traditions and attend various Catholic events, including weekly all-school Mass. Catholics and non-Catholics alike are expected to show respect for the Church's traditions and refrain from displays of lifestyles or behaviors that conflict with Catholic moral teaching. Fundamental principles of morality can be found in the Catechism of the Catholic Church ("CCC"). Examples include:

- *The sanctity of human life.* We believe all human life is of inestimable value and sacred in all stages, from conception to natural death. We are commanded by God to protect and defend human life regardless of its condition – pre-born babies, persons with physical or intellectual disabilities, the elderly, the sick, the suffering, and the dying. (Ps. 139 13-16, 1 Cor. 6:19, CCC 2258-2279)
- *The gift of sexuality.* We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the mystery of God. Rejection of one's biological sex is a rejection of natural law, biological anatomy, and God's plan for the human person made in His image. (Gen. 1:26-27, Matt. 19:4-6, CCC 2333-2334)
- *The dignity of marriage.* We believe the term "marriage" means the uniting of one man and one woman in a single, exclusive, and permanent union. We also believe God intends sexual intimacy to occur only in marriage as a means of expressing the love and fidelity of husband and wife and participating in God's gift of procreation. Living life according to God's plan for marriage leads us closer to his love, while misusing our sexuality through unchastity (e.g. pornography, fornication, homosexual behavior, cohabitation, etc.) hurts us and leads us away from God. (Gen. 2:18-25, Eph. 5:31-33, CCC 2337-2365)

These examples are not intended to be an exhaustive list, rather they are given as particularly relevant illustrations of our beliefs. Under the guidance of the Bishop of the Diocese of Orange, Pax Christi Academies Corporation president and administration are responsible for faithfully safeguarding and transmitting the truth, goodness, and beauty of the Catholic faith.



PAX CHRISTI ACADEMIES CORPORATION

Practicing Catholic Statement

Under Section 3.02 of the Bylaws of Pax Christi Academies Corporation (the “**Bylaws**”), at least seventy-five percent (75%) of the Directors, the Board Chair, Board Vice Chair, President, any Vice President, and each Principal must be Practicing Catholics. Further, these individuals must sign a sworn written statement that he or she is a “Practicing Catholic” in conjunction with accepting appointment as a Director or Officer, as applicable.

Under Section 2.01(v) of the Bylaws, “Practicing Catholic” is defined as “a baptized Catholic who, in communion with the Bishop of Rome, believes, affirms, and confesses Catholic Teaching, and who keeps the Five Precepts of the Church (as stated in the *Catechism of the Catholic Church*, nn. 2041 – 2043).”

Under Section 2.01(h) of the Bylaws, “Catholic Teaching” is defined as “all that the Catholic Church believes, teaches, and proclaims to be revealed by God, whether written or handed on, in the one deposit of faith entrusted to the Catholic Church, which all the Christian faithful are bound to believe (*cf.* canon 750 of the Code of Canon Law).”

As set forth in *Catechism of the Catholic Church* nn. 2041 – 2043, the Five Precepts of the Church are as follows:

1. You shall attend Mass on Sundays and on holy days of obligation and rest from servile labor.
2. You shall confess your sins at least once a year.
3. You shall receive the sacrament of the Eucharist at least during the Easter season.
4. You shall observe the days of fasting and abstinence established by the Church.
5. You shall help to provide for the needs of the Church.

Sworn Statement

I hereby swear and affirm that I meet the definition of a “Practicing Catholic” as set forth in Section 2.01(v) of the Bylaws.

Date: _____

Signature: _____

Printed Name: _____