



Office for Schools

Thank you for your expression of interest in a principal's position in the schools of the Diocese of San Diego. We welcome the opportunity to identify highly qualified educational leaders who are committed to academic excellence and to those values, which make Catholic schools unique.

The following are the minimum qualifications for principalship in the Diocese of San Diego:

1. a Roman Catholic
2. five years of teaching experience in Catholic schools
3. a Master's Degree in education or a Professional Administrative Credential
4. a minimum of 12 university level credits in theology and/or religious education
5. an ability to verbalize and clarify philosophy of Catholic School Education based on relevant church documents
6. demonstrated leadership ability in past or present educational assignments. This means that the candidate must have the capacity, enthusiasm, intelligence and patience to inspire teachers and children. The nominee must also be able to bring this same inspiration to the clergy, parents and the community the school serves.
7. applications from religious must be accompanied by an endorsement from their major superior.
8. the applicant's health must be adequate to meet the demands of a school administrator. Each applicant must submit evidence of freedom from active tuberculosis prior to initial employment, and submit evidence every four years thereafter to remain eligible for reemployment.

If you meet all of the above qualifications please complete a personnel file, which consists of the following:

1. Application for Principalship form (available on the diocesan website, (www.diocese-sdiego.org))
2. \$10 Application processing fee (Make check payable to: Office for Schools.)
3. Official transcript of your undergraduate and graduate level studies
4. Placement folder
5. Letter of recommendation from your pastor
6. Results of a tuberculin test taken within the past four years
7. Proof of your current, valid California credential (Our office will retain a copy)
8. Proof of Live Scan Clearance as a condition of hire

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9. Three letters of recommendation from persons who would be able to speak knowledgeably concerning your suitability for Catholic school principalship. One of these must be from your most recent employer.
10. A recent copy of your Baptismal Certificate (within the last six months), which can be obtained from the Parish Church of Baptism. (Be sure both sides are copied.)
11. Signed copy of Child Abuse Reporting: Employee Certification of Awareness Form
12. Signed copy of the Pre-application Statement Acknowledgement Form (available on the diocesan website).

Your application will be placed in the active file for consideration for any principal openings that may occur within the diocese. Unless you specify to the contrary, your file will be retained in the Office for Schools for three years and then destroyed.

Please feel free to contact our office (858) 490-8420 if you have any further questions concerning the application process.