



PRINCIPAL SEARCH PROSPECTUS

Archdiocese of San Francisco

Reports to: Pastor and Superintendent of Schools

Grounded in the Catholic faith and committed to academic excellence, the Catholic schools of the Archdiocese of San Francisco cultivate the virtuous life, nurture Christian community, and nourish a Catholic worldview. The call to be a school leader is a call to not only professional, but spiritual leadership. It is a call to be a visionary and to lead teachers, building a “school of the Lord’s service” that fully integrates the Catholic faith and academic excellence. It is also a call to live as a witness to the Gospel of Christ. A principal in a Catholic School is called to be a religious leader, instructional leader, administrator, communicator, and witness to Christian discipleship. These are important ministries within the Church, and not everyone has been given the gifts to respond to such a call.

SCHOOL MISSION STATEMENT:

Our Lady of Mount Carmel School is a welcoming and diverse community, rooted in Roman Catholic values, where students pursue academic excellence, grow in social awareness, and develop a passion for living Jesus's message.

OLMC students are expected to live with integrity and love like Jesus, becoming involved in their surrounding world and responding compassionately to those in need.

PARISH MISSION STATEMENT:

Our Lady of Mt. Carmel Parish is a Christ-centered community in the Roman Catholic tradition. We try to share the Good News of salvation with others. As a diverse community, we value and respect individual differences. As God’s people, we gather in the Spirit to pray, to celebrate the sacraments, to teach, to learn, to console, to rejoice, to minister, and to renew our faith with one another.

ARCHDIOCESE OF SAN FRANCISCO EDUCATION MISSION STATEMENT:

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ABOUT OUR LADY OF MOUNT CARMEL CATHOLIC SCHOOL

Founded in 1885, Our Lady of Mount Carmel School (OLMC) is a vibrant Catholic Preschool, TK–8 school known for its strong relationship with the parish, strong sense of community, rich traditions, and commitment to the holistic formation of each child. Located in Redwood City, OLMC serves a diverse and welcoming student body and fosters an environment where students are known, supported, and challenged to grow spiritually, academically, socially, and emotionally. The school combines a close-knit, family-oriented culture with a strong academic program that prepares students for success in high school and beyond, while emphasizing character, leadership, and service.

OLMC is supported by a highly qualified and dedicated faculty, with more than half of credentialed teachers holding advanced degrees. Teachers are supported by a strong administrative staff, instructional aides, and specialists who work with students individually and in small groups. In addition to core subjects, the school offers a well-rounded program that includes Faith Formation, Social-Emotional Learning, Physical Education, Art, Library, Music, Spanish, Athletics for grades 4–8, and Extended Care for Preschool through grade 8. OLMC is fully accredited by both the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC), consistently receiving the maximum six-year accreditation term in each review cycle.

WHY LEAD A SCHOOL:

The Principal exists to lead a Catholic school as a community of faith, learning, and formation, ordered toward the truth, goodness, and beauty revealed in Jesus Christ.

This role advances the mission of the Archdiocese of San Francisco by:

- Ensuring the school is unmistakably Catholic in culture and witness
- Forming students intellectually, morally, and spiritually
- Leading adults—faculty, staff, and families—into a shared vision of Catholic education
- Sustaining the long-term vitality of the school through strong leadership, stewardship, and effective management

The call to be a Catholic school leader is not merely professional, but vocational. It requires spiritual maturity, intellectual seriousness, and the capacity to lead others with courage, clarity, and charity.

KEY OUTCOMES OF THE PRINCIPAL ROLE:

1. A Coherent and Lived Catholic Identity

The school operates as a visible and credible ministry of the Church, where faith in Jesus Christ is the animating principle of school life.

2. Strong Instructional and Academic Culture

Teaching and learning are marked by sound pedagogy, intellectual curiosity, joyful inquiry, academic seriousness, and a Catholic worldview that integrates faith and reason.

3. Healthy Faculty & Staff Culture and Leadership Capacity

Faculty and staff are well-formed, mission-aligned, and supported through clear expectations, professional growth, and spiritual leadership.

4. Trusting Partnership with Parents and Parish

Parents are respected as primary educators and engaged in ongoing formation through the school; the school and parish operate in genuine collaboration, with the pastor as the leader of the parish and school community.

5. Operational and Financial Stability

The school is well-managed, compliant, orderly, well-maintained, and positioned for long-term sustainability.

HOW SUCCESS IS MEASURED:

Catholic Identity

- Consistent and frequent sacraments and communal prayer
- Clear articulation of the school's Catholic mission to parents and faculty
- Observable alignment between stated mission and daily practice

Academic & Instructional Leadership

- High-quality classroom instruction, sound pedagogy rooted in Christian anthropology, and effective supervision
- Coherent curriculum informed by the Catholic and Western intellectual tradition
- Evidence of student growth and thoughtful use of various forms of assessments

Faculty & Staff Culture

- Retention of mission-aligned faculty
- Regular supervision, evaluation, and formative feedback
- Positive staff morale and shared ownership of the mission
- Intellectual and spiritual friendship among the faculty

Community & Governance

- Productive working relationship with pastor, advisory bodies, and the Department of Catholic schools
- Strong family engagement and confidence in leadership
- Effective communication and conflict management

Operational Vitality

- Balanced budgets and responsible financial stewardship
- Compliance with Archdiocesan policies and legal requirements
- Orderly, safe, and well-run school environment

IDEAL CHARACTER TRAITS

- Faithful, practicing Catholic with integrity of life
- A spirit of adventure and entrepreneurship
- Spiritual maturity and humility
- Courage to lead and make difficult decisions
- Intellectual curiosity and love of learning
- Sense of vocation and missionary discipleship

IDEAL COMPETENCIES

- Spiritual and instructional leadership
- Clear and compelling communication
- Faculty supervision, coaching, and evaluation
- Strategic and systems-level thinking
- Relational leadership and conflict navigation
- Organizational and operational management
- Ability to lead change while preserving tradition

IDEAL CONTENT KNOWLEDGE

- Catholic doctrine and Christian morality
- The mission and history of Catholic education
- Sound pedagogy and child development
- Curriculum and assessment practices
- School finance, budgeting, and governance

- Relevant canonical, legal, and Archdiocesan policies

QUALIFICATIONS

- Practicing Roman Catholic in full communion with the Church
- Minimum three years of teaching and/or administrative experience
- Master's degree (completed or in progress), preferably in education or liberal arts
- Basic Catechist Certification (or commitment to complete)

SALARY & BENEFITS

- Pay Range: \$121,761-\$234,431 annual base pay range. Credit for credentials, advanced degrees, and certifications are in addition to base salary.
- Competitive salary aligned with Archdiocesan guidelines
- Comprehensive healthcare coverage
- Archdiocesan pension plan and optional 403(b)
- Paid time off
- Ongoing professional and spiritual formation

APPLICATION PROCESS

Application materials:

- Completed application
- Resume
- Official transcripts
- Proof of Catechist Certification (if obtained)
- Three letters of reference
- Written statement of philosophy of Catholic education (250–500 words)

Physical requirements for the position of school principal include:

Frequent computer use of keyboard and mouse (if applicable).

Sometimes sitting at a computer for long periods of time.

Frequent bending, reaching, stretching.

Qualified candidates will be invited to an initial interview with the Superintendent and HR Director prior to consideration by the School Search Committee.

APPLYING FOR A PRINCIPALSHIP:

To apply:

1. Completed Application
2. Resume

3. Official transcript(s) of college and university work. If transcripts are from foreign colleges or universities they must be reviewed by the Credentials Evaluation Service (a form will be mailed to you)
4. Copy of Basic Catechist Certification*
5. Two current professional reference letters and one personal character reference letter
6. A brief written statement on your philosophy of Catholic education (250-500 words)

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 C/o Christine Escobar, escobar@sarch.org.

Once the completed application is received, qualified applicants will be invited to screening interview with the Archdiocesan Superintendent and HR Director prior to submission to the School Search Committee.

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.

NOTICE OF NON-DISCRIMINATION

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories