



**Diocese of Laredo
Job Announcement**

Posting Date: April 10, 2018

Application Deadline: Until Filled

Position: Principal	FLSA Status: Exempt
Minimum Requirements: Qualified applicants will need to possess a Master’s degree in Education, Administration or Leadership, 18 college hours in Administration and Supervision, 5 years successful teaching experience, two years of experience in school administration and be a practicing Catholic who is in full communion with the Catholic Church. Must be actively committed to developing a faith community. State certification in Educational Administration is preferred.	
Start Date: Immediate	Location: St. Peter Memorial Elementary/Middle School
Position Status: Full Time	Work Schedule: Mon-Fri. , work non-standard hours and days, as needed

Position Summary: The Principal is responsible for the overall operation of the school. The Principal is the instructional leader, administrator and faith-filled role model for the school.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Must support and engage in the sacred purpose, vision and core values of the diocese.
- Lead the campus in developing a catholic identity.
- Responsible for staff development, instructional leadership and staff evaluations.
- Oversees the school budget and adheres to fiscal policies.
- Ensures that the school adheres to state and federal employment laws.
- Compliance with TCCED.
- Ensures compliance with accreditation standards.
- Ensures the safety of students and staff.

Additional Knowledge, Skills and Abilities, Certifications or Licenses:

- Maintain valid teacher certification.
- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

Resumes are Not Accepted. Employment Application is required for consideration.

For Employment Application, visit www.dioceseoflaredo.org

For additional information, please contact:

Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043
(956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!