



# Diocese of Laredo Job Announcement

Posting Date: April 29, 2024

**Application Deadline: Until Filled**

<b>Position:</b> Elementary/Middle School Principal	<b>FLSA Status:</b> Exempt
<b>Minimum Requirements:</b> A Master’s Degree in Education, Educational Administration or Leadership, State certification preferred, five years of successful teaching experience, have school administrative experience and be a practicing Catholic who is in full communion with the Catholic Church and adheres to the teachings and traditions of the Catholic faith. Fully bilingual in English/Spanish with strong communication and writing skills. Knowledge of Microsoft Software to include skill in the use of: email, PowerPoint and Excel, as well as technology proficiency.	
<b>Start Date:</b> Fall 2024	<b>Location:</b> Our Lady of Refuge Catholic School
<b>Position Status:</b> Full Time	<b>Work Schedule:</b> Mon-Fri., non-standard hours and days, as needed to accomplish the school’s mission

**Position Summary:** The principal guides the school by a clearly communicated mission that embraces a Catholic identity rooted in Gospel values, centered in the Eucharist and committed to faith formation, academic excellence and servant leadership. The principal is responsible for three primary roles: spiritual leader, administrator for curriculum and instruction leader to manage the school's fiscal/ operational vitality. Oversees the overall administration of instructional programs, campus operations, financial sustainability, and adherence to diocesan and TCCED guidelines and policies. The principal is responsible for maintaining high academic standards integrated with the teaching of gospel values, the daily operations of the school consistent with the mission and for providing a long range plan for fiscal responsibility.

**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 Roman Catholic Diocese of Laredo.
- Creates a school climate conducive to growth in the development of moral integrity, spiritual values and academic excellence.
- Serves as a role model for staff and students in a Christian culture by providing opportunities for faith formation and promoting the integration of gospel values and Christian ethics into the curriculum, policies and school environment.
- Plans, supervises and oversees the maintenance of school buildings to safeguard the health, safety and well-being of students, staff and school community.
- Maintains a sound and viable school budget, with continuous monitoring to ensure sustainability.

**Additional Knowledge, Skills and Abilities, Certifications or Licenses:**

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

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

For Employment Application, visit [www.dioceseoflaredo.org](http://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, Catholic 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!*

The diocese reserves the right to revise, rescind or extend this job announcement