



1531 East Grandview Blvd.
Suite 100
Erie, PA 16510
814.806.2423

Erie Catholic School System Principal Position Announcement

The Erie Catholic School System, is seeking candidates for a principal position of a Preschool-Grade 8 school. Appointment to this position will begin effective July 1, 2018.

The ideal candidate is:

- a practicing Catholic in good standing with the Catholic Church.
- committed to the mission of Catholic Schools.
- focused on faith formation and Catholic identity.
- focused on student achievement.
- focused on interpretation of data for improvement of instruction and program.
- able to engage in positive relationships with parents, students, and the community.
- an excellent communicator exhibiting strong organizational, interpersonal, oral, and written ability.

Required Qualifications:

- Valid and active Pennsylvania Administrative Certificate
 - Applications from candidates out of state and those currently enrolled in an administrative certification program will also be considered.
- Bachelor's Degree in Education, or in a related field
- Required clearances
- Practicing Catholic in good standing with the Catholic Church

Desired Qualifications:

- Experience using data to make informed decisions about student achievement
- Experience in leading professional development opportunities and programs
- Experience supervising classroom instruction, faculty and staff
- Master's Degree with graduate work in curriculum, instruction, supervision or another related field
- Five years of experience as teacher or administrator in a Catholic school preferred

Application Materials:

Interested candidates are asked to submit an application packet to *Damon Finazzo, President* at HR@eriecatholic.org or by mail to 1531 East Grandview Blvd., Suite 100 Erie, PA 16510. Applications will be accepted until position is filled.

The application packet should include the following 15 documents:

- Cover letter
- Completed Principal Application Form
- Current resume
- Official Transcripts

- 3 current, professional references (Do not submit student and/or parent letters of support)
- Pastor Recommendation Form
- Current PA Health Report
- Copy of all active PDE certifications
- The following clearances.**
 - Diocesan Statement of Intent for Compliance. (Signature date of 9/1/15 or later)
 - Copy of Act 34 PA State Police Criminal Record Check
 - Copy of PA Dept. of Public Welfare Child Abuse History Certification.
 - Federal Criminal History Record Clearance
 - Arrest Conviction Report
 - Diocesan Mandated Reporter Compliance Document, dated within one year.
 - Act 168 Sexual Misconduct/Abuse Disclosure Release

Must be completed upon hire

- Diocesan Creating a Safe Environment online in-service, dated after 1/1/15.
- PA State Mandated Reporter Training Certificate, dated within five years.

** Principal Application Form is found at: <https://www.eriecatholic.org/careers>

**PA Health Form, Pastor Recommendation Form and Act 168 Release are found at: www.eriecatholic.org/careers/common-requirements

** Information on obtaining clearances and link to online Safe Environment training can be found at: www.eriecatholic.org/careers/common-requirements

Only complete packets will be considered.

After your application packet has been reviewed, you will be notified if an interview is requested.

If you have questions related to the application process, please feel free to call the Erie Catholic School System Office at 814-806-2423.

Position posted
Applications accepted through

April 26, 2018
Until Filled

