



Elementary School Principal

Our Lady Queen of Angels Catholic School

The Elementary School Principal of Our Lady Queen of Angels Catholic School serves as the spiritual, instructional, and operational leader of the school community. Rooted in the mission of Catholic education, the Principal fosters a Christ-centered environment that nurtures academic excellence, faith formation, and servant leadership.

The Principal coordinates administrative oversight and leads all phases of instructional leadership including educational programming, faith integration, administration, budget planning, discipline, counseling services, and community engagement. The Principal works in close partnership with the Diocese of Orange, parish, families, and community organizations to ensure the holistic development of every student. The Principal also maintains active communication and collaboration with the Newport-Mesa Unified School District to oversee and manage IDEA and Title II and IV funding programs.

Mission Leadership

- Upholds and advances the Catholic identity and mission of Our Lady Queen of Angels.
- Collaborates closely with the Diocese of Orange and parish leadership to strengthen the partnership between the school and parish community.
- Supports and coordinates shared faith formation initiatives, including sacramental preparation (First Communion preparation in collaboration with parish Faith Formation).
- Encourages parent and parish engagement in spiritual life, including Bible studies, service projects, and liturgical celebrations.
- Models Gospel values and servant leadership in all interactions.

Supervisory Responsibilities

- Oversees the daily management of the school and school office.
- Supervises and evaluates faculty, conducting timely and constructive observations aligned with diocesan and district expectations.
- Provides mentoring, coaching, professional growth opportunities, and additional training as needed.
- Hires all faculty and staff and leads necessary conversations to dismiss a staff member.
- Oversees, hires, and evaluates clerical, and custodial staff.
- Builds a collaborative, mission-driven professional culture among all staff members.



Duties and Responsibilities

Instructional Leadership

- Ensures a rigorous, faith-integrated academic program aligned with local, state, and national standards
- Maintains student academic achievement and institutional effectiveness
- Collaborates with other principals and educators to select and develop curriculum and instructional resources
- Coordinates staff development and professional learning for faculty and staff; provides instruction when appropriate.
- Oversees assessment practices, data analysis, and academic improvement planning.

School Culture & Student Life

- Ensures a safe, productive, and nurturing learning environment through ongoing collaboration with teachers, students, and families.
- Maintains a visible presence throughout the school day.
- Enforces disciplinary policies with fairness, consistency, and compassion.
- Meets with students regularly to foster positive relationships and student voice.
- Oversees counseling support and student well-being initiatives.

Family & Community Engagement

- Participates in parent meetings and conferences; serves as intermediary when needed between parents, teachers, and students.
- Actively collaborates with the PTO and supports parent-led initiatives.
- Strengthens partnerships with parish organizations and community groups such as SPIN, encouraging student participation in food drives, clothing drives, adopt-a-family programs, and other service opportunities.
- Represents the school in parish, diocesan, and community meetings and activities.
- Fosters positive relationships with community leaders and organizations.

Operations & Administration

- Leads staff meetings and leadership team meetings.
- Oversees and implements the school budget; approves programs and expenditures aligned with strategic priorities.
- Ensures completion of required reports, documentation, licensing, attendance records, and compliance paperwork.
- Coordinates maintenance and facility needs to ensure a safe and welcoming campus.

OUR LADY

QUEEN OF ANGELS

CATHOLIC SCHOOL

- Acts as liaison between the district/diocese and the school community, communicating needs and updates effectively.
- Performs other related duties as assigned.

Required Skills and Abilities

- Strong commitment to Catholic education and faith-based leadership.
- Excellent written and verbal communication skills.
- Proven supervisory and instructional leadership ability.
- Exceptional interpersonal skills and the ability to build trust with educators, families, parish leadership, and community partners.
- Strong organizational skills and attention to detail.
- Effective administration of multifaceted school operations.
- Knowledge of applicable local, state, federal, and diocesan educational regulations and requirements.
- Deep understanding of instructional methodology and best practices in education.
- Creative problem-solving and strategic thinking skills.
- Ability to develop, manage, and implement responsible budgets.
- Proficiency in Microsoft Office Suite, Google Classroom, Canvas, and educational technology platforms.

Education and Experience

- Master's Degree in Education required.
- Valid School Administrator License required/or equivalent Catholic certification
- Minimum of three (3) years of administrative experience.
- At least five (5) years of successful teaching experience required.
- Experience in Catholic education is preferred.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to access and navigate all areas of the school and campus facilities.
- Regular presence throughout the school building and grounds during school hours and events.