

# *Escuela de Guadalupe*

*A Catholic, dual-language school of excellence*

**June 8, 2009**

**\*\*\*UPDATE: THIS APPLICATION PROCESS IS OPEN UNTIL THE POSITION IS FILLED. HOWEVER, APPLICANTS SHOULD SUBMIT MATERIALS BY FRIDAY JUNE 19 AT 5:00 P.M. TO BE INCLUDED IN THE FIRST ROUND OF SCREENING.**

**Announcement: Escuela de Guadalupe is seeking candidates for its principal position.**

Escuela de Guadalupe is an independent private, Catholic dual-language school of excellence in the heart of Northwest Denver. Its mission is to develop compassionate leaders for the world of tomorrow, and to ensure this quality educational opportunity is accessible to families with limited financial resources.

At Escuela de Guadalupe, the spiritual, culturally relevant and caring environment supports the healthy development of each child while promoting high academic expectations through thematic instruction, articulated strategy instruction across all grade levels and an intellectually rigorous curriculum. In addition, all children at Escuela de Guadalupe are committed to full academic bi-literacy across all content areas.

We are seeking an individual who:

- Supports the cultural, spiritual and academic goals of the school by modeling compassion, love and care for the children at all times.
- Has the patience and positive attitude to ensure that every student has an academically rich experience and fully develops their cognitive and language abilities.
- Contributes to an environment of enthusiasm and dedication.
- Truly believes that every child, without exception, can excel and become a leader in our community.

A complete job description is attached and can also be found at [www.escuelaguadalupe.org](http://www.escuelaguadalupe.org).

How to apply:

Submit a letter of interest, résumé and three references to:  
Escuela de Guadalupe Principal Search Committee  
3401 Pecos Street  
Denver, CO 80211

Questions may be directed to:

David Card, President  
303-964-0816

[david\\_card@escuelaguadalupe.org](mailto:david_card@escuelaguadalupe.org)

# *Escuela de Guadalupe*

*A Catholic, dual-language school of excellence*

**Job Description: Principal**  
**Reports to: President**

**Summary Statement:**

As the chief program officer, the principal reports to the president and directs and coordinates the day-to-day operations of the academic, religious and extracurricular life of the school through the faculty and volunteers.

**Primary Responsibilities:**

- Oversees all aspects of the academic and co-curricular programs of the school. Leads the effort to direct long range planning as it pertains to the academic needs.
- Serves as a member of the school's administrative/leadership team and advises the president on operations, school policies, budget matters and other items related to the running of the school.
- Reports on school and student progress in meetings of the board of trustees and implements directives of the board, as delegated by the president.
- Hires, supports, supervises, and assesses the school's teaching faculty and appropriate members of the school's leadership/administrative team and staff in their day-to-day efforts to ensure that the operations and programs of the school are professionally and efficiently organized and administered.
- Inspires and leads a talented team of professionals and draws out their best ideas and efforts; provides decisive leadership while emphasizing a collaborative relationship with other administrators, faculty and staff; promotes positive relations with families, alumni and community organizations.
- Facilitates orientation for new faculty. Supervises and evaluates faculty, volunteers, and extended day personnel and coaches. Provides for professional development. Gives final approval to teacher assignments.
- Serves as the instructional leader for the school. Designs and implements a professional development plan to appropriately train, support, and strengthen the teaching capacity of the faculty.
- Analyzes data on student performance to inform instruction.
- Facilitates open communication with faculty and provides updates on the progress of the school, curriculum and students.
- Directs the faculty's work on curriculum development and implementation and coordinates the development of benchmarks to assess student academic progress.
- Is responsible for students' admission including management of admissions policies.
- Manages discipline within the school. Works closely with the president and faculty to make decisions on disciplinary actions for students.

- Prepares the official school calendar in conjunction with the president.
- Communicates the philosophy and programs of the school to the faculty, parents' groups and the general community. Represents the school at public functions as requested.
- Work with the president to establish and oversee policies related to the protection of children and youth in conformity with the guidelines of the local diocese and the laws of the State.
- Serves as a liaison to the NativityMiguel Network of Schools.
- Supports the board, president, and development director in fundraising activities as necessary.
- Performs other duties and special projects as required.

**Requirements/Qualifications:**

- Practicing Catholic with the ability to articulate the mission, spirit and values of Escuela de Guadalupe.
- Excellent bilingual (Spanish and English) communication skills, written and oral are necessary.
- Knowledge and professional practice of educational administration and the academic disciplines of a progressive elementary dual language Catholic program.
- Working knowledge of second language acquisition, bilingual and dual-language methodology and sheltered English instructional strategies.
- Authentic support of culturally rich and linguistically diverse learning communities.
- Masters in education, educational leadership, or related field preferred.
- Minimum five years experience teaching.
- Administrative experience as an assistant principal or principal is preferred.
- Sensitivity to the ethnic, racial, socio-economic and religious backgrounds of the student body.
- Ability to articulate the mission of the school.

Compensation

- Salary Range: \$65,000 - \$85,000 depending on qualifications.
- Medical and Dental benefits
- Retirement plan – 403b
- Professional development including staff development, conferences, specialized training, university courses and book study groups. Escuela de Guadalupe offers full-time staff members three courses at Regis University each year.
- Free tuition for children enrolled at Escuela de Guadalupe