



ESTABLISHED 1963 • TIBURON, CALIFORNIA

# Principal

## Search Prospectus

Tiburon, California

July 2026



231  
STUDENTS



9:1 STUDENT-TO-  
FACULTY RATIO



40% FACULTY W/  
ADVANCED DEGREES



34 FACULTY  
& STAFF



8338 PARENT  
VOLUNTEER HOURS



90% FIRST CHOICE  
HIGH SCHOOL



DEDICATED  
MAKERSPACE



3-8TH GRADE  
CYO SPORTS



## SCHOOL OVERVIEW

Saint Hilary School is a Kindergarten through Grade 8 Catholic school rooted in a longstanding commitment to academic excellence, faith formation, and the cultivation of a lifelong love of learning. Founded in 1963 by the Sisters of the Holy Faith, Saint Hilary blends time-honored tradition with forward-looking educational practices. Through a whole-child approach, the school forms well-rounded students of character, preparing graduates not only for success at the secondary schools of their choice, but also for lives of purpose, service, and faith.

Today Saint Hilary School is a thriving school with approximately 255 students from a variety of religious and ethnic backgrounds attending Kindergarten through Grade 8. In 2004, a multi-million dollar facilities upgrade was completed, providing a gymnasium, a new Middle School, a fully equipped science lab, an upgraded library and technology center, and a dedicated art studio. In 2022, our front building was transformed to create a new open, flexible learning space including a new library, performing arts room, MakerSpace, language and media lab, and resource learning space. It includes a new secured school entry and administrative offices.

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# **Nurture Faith. Inspire Minds. Grow Hearts.**



As Catholics, we honor the dignity of all persons in everything we do. We develop our relationship and bond with Jesus Christ, and we live a faith-filled life in service to the world.

As Lifelong Learners, we engage in a future-ready and challenging curriculum that inspires curiosity. We honor each child's God-given gifts, and we empower our students to think critically, work collaboratively, and be self-advocates.

As a Compassionate Community, we enrich the school through active engagement, prayer, and service. We create a sense of belonging for all and offer kindness, honesty, and empathy to others in all that we do.



## ACADEMICS

Saint Hilary School offers a rigorous, standards-based academic program grounded in Common Core and state standards while embracing a forward-looking, 21st-century educational approach. The curriculum spans Religion, Language Arts, Social Studies, Mathematics through Algebra I in Grade 8, and inquiry-based Science aligned with Next Generation Science Standards and developed by UC Berkeley's Lawrence Hall of Science. Students benefit from a rich array of programs including Spanish, instrumental music, physical education, art, MakerSpace, outdoor education, and supplemental supports such as Concrete Math, executive functioning, literacy enrichment, and targeted reading intervention.

## TECHNOLOGY

Technology is fully integrated across grades K–8 through a 1:1 iPad Air program, Google Classroom, and cloud-based tools, with every classroom equipped with document cameras, projectors, and presentation TVs. Instruction is enhanced by digital curriculum platforms such as Amplify Science, Big Ideas Math, NoRedInk, and Membean, alongside a values-based digital citizenship curriculum. Expanded enrichment opportunities in coding, robotics, and advanced fabrication tools, supported by full-time IT staff, further prepare students for future academic success and responsible digital engagement.



## STUDENT LIFE

Saint Hilary School offers a vibrant and well-rounded extracurricular program designed to enrich student life and support the development of leadership, teamwork, and personal interests. Through a seasonal rotation, students may participate in opportunities such as Homework Club, Altar Serving, Student Council, Cross Country Club, golf, cheerleading, and a wide range of after-school electives including drama, LEGO classes, cooking, chess, woodworking, art, tennis, Kung Fu, and soccer for Kindergartners.

Athletics are an integral part of the student experience through participation in CYO programs, offering girls and boys opportunities to compete in volleyball, basketball, track and field, and cross country. Together, these extracurricular offerings encourage students to explore new interests, build confidence, and strengthen community beyond the classroom.



## POSITION OVERVIEW

Reports to: Pastor and the Superintendent of Schools

Grounded in the Catholic faith and committed to academic excellence, the Catholic schools of the Archdiocese of San Francisco cultivate the virtuous life, nurture Christian community, and nourish a Catholic worldview. The call to be a principal is a call both to professional and spiritual leadership. It is a call to be a visionary and to lead teachers, building a “school of the Lord’s service” that fully integrates the Catholic faith and academic excellence. It is also a call to live as a witness to the Gospel of Christ. A principal in a Catholic School is called to be a religious leader, instructional leader, administrator, communicator, and witness to Christian discipleship. These are important ministries within the Church, and not everyone has been given the gifts to respond to such a call.

## QUALIFICATIONS FOR PRINCIPALSHIP

Reports to: Pastor and the Superintendent of Schools

*A qualified candidate must:*

- Be a practicing Roman Catholic enthusiastically living as a witness to Christian discipleship and the teachings of the Catholic Church
- Have a deep commitment to cultivating the Catholic culture of the school, leading students, faculty, and parents in an encounter with the true, the good, and the beautiful
- Have a deep and abiding intellectual curiosity and desire to model lifelong learning for students, faculty, and parents, as well as a commitment to ongoing personal and professional growth.
- Be an entrepreneurial leader with a spirit of adventure

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- Have a minimum of five years of experience in teaching and/or in administration with Catholic school experience
- Have attained a master's degree preferably in the liberal arts or education (or in progress)
- Be certified as a catechist at the basic level\*
- Obtain the Archdiocese of San Francisco's Catholic Administrators Services Credential or equivalent as determined by the Department of Catholic Schools (preferred)

*\*Principals who do not possess a basic certification in religion must complete or have begun the process before they start their position.*



*Principals in the Archdiocese of San Francisco will:*

- Recognize, encourage, and partner with parents in their role as primary educators of their children
- Serve as a spiritual leader of the school, articulating the Catholic mission of the school to faculty, staff students, parents, and members of the community
- Serve as an instructional leader, mentoring teachers in sound pedagogy and inspiring teachers around the pursuit of academic, spiritual, and moral excellence.
- Serve as curriculum leader, ensuring that the Catholic intellectual tradition of the liberal arts are infused across the curriculum
- Engage students effectively and work cordially and productively with the pastor, parents, colleagues, staff, administrators, Advisory Council members, and the Department of Catholic Schools
- Have strong interpersonal skills and be adept at building and maintaining relationships
- Have strong follow-through, organizational discipline, and comfort with accountability and performance management.



## COMPETENCIES

### Catholic Culture

- Nurtures the faith development of faculty and staff through opportunities an encounter with Jesus Christ and the beauty of the Catholic faith
- Ensures quality Catholic religious instruction of students
- Provides opportunities for the school community to celebrate the Catholic faith
- Supports and fosters active Christian service;
- Communicates to parents opportunities for adult faith formation sponsored by the parish and the Archdiocese
- Ensures that regular gatherings of parents begin with prayer or reflection and include an opportunity for on-going faith formation
- Facilitates the moral development and growth in virtue of children, youth, and adults
- Demonstrates knowledge of the history and purpose of Catholic Schools in the United States
- Communicates to the school community at large the school's philosophy, curriculum, programming, policies, and regulations, in light of its Catholic identity
- Utilizes Church documents, Catholic educational guidelines, and Archdiocesan directives to better understand and communicate the unique Catholic identity, mission, culture, and character of the school and does so in collaboration with the pastor, faculty, and school community
- Assures the school's public witness to the Catholic faith in collaboration with faculty and staff
- Communicates to parents that the school is an essential ministry of the parish.

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## Academic Excellence

- Integrate a Christian worldview and anthropology throughout the curricular, co-curricular, and extra-curricular program
- Articulates a vision and cultivates a culture and climate that is consonant with the school's Catholic identity
- Applies that vision to the daily activities of the school, including respecting and facilitating the role of parents as primary educators
- Promotes excellence and healthy staff morale
- Fosters leadership ability among the staff
- Thinks strategically and makes data-driven decisions
- Attends to personal and professional development
- Applies knowledge of religious content and methods of faith formation;
- Respects cultural and religious differences
- Uses a variety of educational and pedagogical skills, and is aware of the developmental stages of the students
- Evaluates the general effectiveness of the school's learning program by utilizing effective procedures for student assessment
- Recognizes and accommodates the special learning needs of children within the regular classroom
- Supervises instruction effectively



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## Personnel Leadership

- Fosters communication among the pastor, parish, and school community
- Recruits mission-aligned, faith-filled teachers who can be instructional leaders and witnesses to the Catholic faith
- Assists the faculty in achieving the goals of Catholic education through staff development, spiritual formation, and professional leadership
- Applies organizational management skills, delegates responsibilities, communicates, and collaborates.
- Maintains an ongoing program of supervision and evaluation of instructional and non-instructional personnel
- Manages personnel and student files.
- Manages conflicts effectively.

## Administrative Leadership

- Initiates appropriate consultation and submits reports required by the DCS promptly and accurately;
- Complies with appropriate canonical, federal, state, and local laws in harmony with Archdiocesan policies and regulations
- Utilizes Catholic School governance structures and works effectively with the school advisory board
- Adopts and adapts current technologies effectively
- Provides for an orderly school environment and promotes student self-discipline.
- Follows proper record-keeping procedures with respect to personnel matters, student discipline, and other files.

## Financial Stewardship

- Plans and manages the school's financial resources and develops and monitors the annual budget in accordance with Archdiocesan policy and procedure
- Provides adequate instructional equipment, textbooks, resources, and services to implement the school program within budgeting limits and approved guidelines
- Utilizes strategies of long-range planning, effective public relations, and a school marketing program for the success of the school
- Seeks resources and support beyond the parish and school communities
- Ensures a positive net operating income (at least 5 percent of income or greater) each fiscal year.





## COMPENSATION & BENEFITS

### Competitive Salary

- Salary is determined according to Archdiocesan guidelines and is based upon experience as a teacher or administrator and graduate education.

### Healthcare Coverage

- Comprehensive health benefits are provided to support you and your family's health and wellness.

### Retirement Plan

- Access to an Archdiocesan pension plan to secure your financial future, in addition to an optional self-funded 403(b) plan

### Paid Time Off

- To help balance your professional and personal life, our paid time off policy ensures you have time to rest and recharge.

### Professional Development

- Opportunities for growth through Archdiocesan training, workshops, and conferences that enrich your leadership.

### Other Benefits

*The Archdiocese of San Francisco adheres to the following policy: "All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin." (Administrative Handbook #4111.4)*



## APPLICATION PROCEDURE

To apply, please submit the following four documents as separate PDF attachments.

- Cover letter that aligns your experiences and skill sets with the current needs of the school as you understand them.
- Current resume with all appropriate dates included.
- Statement of Catholic educational leadership philosophy.
- List of five references to include names, relationships, phone numbers, and email addresses (No references will be contacted without your knowledge and approval.)

 **APPLY NOW**

*Interested in this opportunity? Contact:*

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