PRE-APPLICATION STATEMENT FOR EMPLOYMENT IN THE CHURCH

Diocese of San Diego

The Church needs the service of dedicated lay persons who have a clear knowledge and proper understanding of the teachings of the Church with a firm adherence to those teachings, and whose words and deeds are in conformity with the Gospel. Those employed by the Church in our parishes, Catholic schools and other institutions, as co-workers in the vineyard of the Lord, are rightly expected to be practicing Catholics whose faith is an essential part of their daily lives, and who participate fully in the communal worship and life of the Church.

To be employed by the Church, persons of good faith who are not Catholic must have an understanding of the Catholic Church and her teachings and respect the Catholic vision on important social, moral and ethical issues.

The Catholic Church has a special commitment to the poor, the oppressed and the immigrant. It is committed to promoting a "Culture of Life" from the moment of conception to the moment of natural death. It believes in the inherent dignity of the human person, created in the image and likeness of God, and possessing basic rights endowed by God, including the right to life, the right to religious liberty, and the right to be treated justly with dignity and respect. It believes that conjugal love and human procreation are gifts from God to be shared only by those joined in marriage as established by God himself. It believes that all persons are called by God to live chaste lives by virtue of their own dignity and according to their state of life. It believes in the rights of workers to just working conditions, to just wages and benefits. It opposes all forms of oppression and exploitation, including racism, sexism, pornography, sexual abuse and harassment, and unlawful discrimination.

Persons who do not respect the teachings of the Church, either by virtue of their own objections or disbelief, or by virtue of their lifestyle choices or public conduct, do not meet the basic criteria to work in the Church.

After you have carefully reflected on what is contained in this Pre-Application Statement, if you are interested in seeking employment in a parish, school or Pastoral Center of the Diocese of San Diego, please complete the Pre-Application Acknowledgment.

PRE-APPLICATION ACKNOWLEDGMENT

By signing below, I acknowledge that I have read the Pre-Application Statement of the Diocese of San Diego and understand how the beliefs and teachings of the Catholic Church impact lay employees. I wish to apply for employment with full understanding that if my application for lay employment results in my being hired I will be subject to standards of conduct that incorporate the beliefs and teachings of the Catholic Church and that these expectations will be a material condition of my employment.

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Candidate Name

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Signature

_____

Date

Mater Dei Catholic Elementary School
1615 Mater Dei Dr, Chula Vista, CA 91913
619 423 2121

Position Title: Dean of School Culture
Contract: 12-Month, Full-Time
Supervised by: Principal
FLSA Status: Exempt
Posting Date:
Salary: DOE (Depending on Experience)

Position Summary

The Dean of School Culture is responsible for fostering a safe, inclusive, and supportive school environment that promotes the intellectual, social, emotional, physical, and spiritual growth of all students. As a member of the administrative team, the Dean of School Culture helps cultivate a culture of high expectations, respect, accountability, and belonging, ensuring that students are equipped to succeed academically and personally.

The Dean of School Culture leads the development and implementation of school-wide behavior, attendance, and student support systems that align with the school's mission and expectations. Through collaboration with teachers, families, counselors, and administrators, the role promotes positive student behavior, addresses disciplinary concerns, and coordinates interventions that support student success.

The Dean of School Culture also oversees key aspects of daily school operations, student supervision, and school safety while providing guidance, training, and support to faculty, students, and families. Through proactive leadership and relationship-building, the Dean of School Culture helps create a school culture where all members of the community are valued, supported, and challenged to reach their full potential.

Essential Duties & Responsibilities

Foster a Supportive School Culture

- Create and sustain a safe, inclusive, and student-centered environment that promotes the intellectual, social, emotional, physical, and spiritual development of all students.
- Foster a culture of belonging, diversity, respect, integrity, leadership, and professionalism.

- Build strong relationships with students, staff, and families through proactive communication and engagement.
- Ensure school practices are strengths-based, trauma-informed, and culturally responsive.

Promote High Expectations

- Establish and maintain high standards for student conduct, attendance, responsibility, and achievement.
- Promote a positive school climate that supports academic success and character development.
- Support teachers in creating classroom environments that encourage engagement, accountability, and student growth.

Implement Behavior Management Systems

- Develop, implement, and monitor school-wide behavior and discipline systems aligned with the MDCE Behavior Management Plan.
- Supervise the administration of discipline, attendance, dress code, and behavior policies.
- Recommend revisions to student handbooks, policies, and procedures as needed.
- Maintain accurate discipline records and reports.

Guide Student Development

- Provide guidance that promotes ethical decision-making, responsible behavior, and positive citizenship.
- Coordinate interventions and support programs for students experiencing academic, behavioral, attendance, or social-emotional challenges.
- Develop and implement programs that encourage positive student behavior and personal growth.

Resolve Disciplinary Issues

- Lead investigations and resolutions of student discipline matters, conflicts, complaints, and attendance concerns.
- Confer with students, parents, and staff to address behavioral issues and determine appropriate interventions and consequences.
- Facilitate restorative and corrective practices that support student accountability and growth.

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Support and Train Staff and Families

- Provide coaching, consultation, and professional development for faculty and staff on behavior management, PBIS, restorative practices, and student support systems.
- Partner with families to address student concerns and promote positive behavioral outcomes.
- Support staff in implementing effective classroom management and intervention strategies.

Collaborate with Support Teams

- Work closely with the Principal, AP of Academics, Counselor, teachers, and Student Support Team to identify student needs and coordinate interventions.
- Assist in the development and implementation of policies, procedures, and support systems that promote student success.
- Supervise and evaluate assigned personnel and contribute to school-wide improvement efforts.

Oversee Daily Operations

- Manage student supervision and daily operational functions, including arrival, dismissal, lunch, extracurricular activities, field trips, and school events.
- Oversee attendance monitoring and related interventions.
- Coordinate school safety procedures, emergency drills, and supervision plans to ensure a safe learning environment.

Qualifications

- Master's degree in Educational Leadership, Curriculum and Instruction, Counseling, School Administration, or a related field required or in progress.
- California Administrative Services Credential preferred.
- Minimum of two years of successful teaching experience and culturally diverse educational setting.
- Minimum of two years of successful leadership or administrative experience preferred.
- Experience developing and implementing positive behavior support systems, restorative practices, and student intervention plans.

- Strong communication and collaboration skills with students, families, faculty, and community stakeholders.
- Commitment to the mission, values, and teachings of the Catholic Church and to modeling personal and professional integrity.
- Bilingual proficiency in English and Spanish is preferred; ability to communicate effectively with Spanish-speaking families is highly desirable.

Application Process

Please apply via EdJoin or submit your current résumé and cover letter to:

Principal Faina Salter
Email: fsalter@materdeicatholic.org
Phone: (619) 423-2121

For questions about the position, feel free to contact her as well.