



DIOCESE OF OAKLAND
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**PRINCIPAL
ST. JOSEPH NOTRE DAME HIGH SCHOOL
ALAMEDA, CALIFORNIA
2026-2027 SCHOOL YEAR**

The Position

For nearly 140 years, Saint Joseph Notre Dame High School has fostered academic excellence, engaged students in a dynamic and comprehensive curriculum, and prepared students for ethical, faithful lives of scholarship and service. It is one of the only Catholic schools in America attached to a Roman Catholic Basilica, which gives the school an extraordinary presence and position in the community. Today, this well-respected, co-educational Catholic parish high school offers a rigorous, college preparatory education to its diverse community of 375 students. As they progress through the unique program at SJND, students are prepared for the rigors of college while they develop confidence, generosity, and a commitment to embracing the teachings of Jesus Christ.

Father Steve Kim, became the Principal for the 2023-2024 school year. Father Kim was part of the completion of the E3 Accreditation process; fortification of finance and human resource operations: He increased enrollment in the international student program which has had a strong impact due to the decrease that occurred during the Covid Pandemic. Father secured a \$500K grant from the Shea Foundation and this grant provided a campus paint upgrade, new laptops for the Faculty, a new HVAC system and the implementation of a podcast studio. He brought in a dual enrollment program with the College of Alameda and this program allows students to obtain college credit while in high school. Most recently he has orchestrated the upcoming implementation of the Anchor Pathway. The Anchor Pathway at SJND is a four-year integrated humanities honors program launching in Fall 2026, focused on a holistic inter-disciplinary study of Theology, History, and Literature through small, seminar-style integrated courses in years 9-12.

The school seeks a new Principal, effective July 1, 2026, who will support this recent growth. The Principal reports to the Pastor of St. Joseph Basilica Parish and serves on the school's Board of Limited Jurisdiction within the Diocese of Oakland. Providing overall leadership and vision, the Principal ensures quality in the academic and student affairs programs in order to achieve the fullest attainment of the school's mission. As overall chief

administrator, he or she oversees all administrative functions of the school including business, finance, advancement, enrollment, and teaching and learning. The Principal serves as a role model for staff and students and bears ultimate responsibility for the integration of faith and learning within the school. The successful candidate will be a capable and committed educational leader who fully embraces this faith-filled, academically ambitious community of learners.

Responsibilities of the Principal

The Principal is expected to:

- Assure that SJND models the Pastor's and Bishop's expectations for a school of excellence in the Diocese of Oakland;
- Partner and communicate effectively with the Pastor, Superintendent, Board, Principal of the Elementary School, and the Community;
- Provide leadership in all areas of school operations: business, finance, advancement, enrollment, and teaching and learning;
- Deliver on identified goals and objectives outlined in the E3 Accreditation Educational Improvement Plan;
- Head the Leadership Team in the implementation of the mission through the Strategic Plan and the E3 Accreditation Plan using the National Standards and Benchmark for effective Catholic Elementary and Secondary Schools as a resource;
- Inspire the faculty and staff to pursue excellence in their teaching and student outcomes;
- Maintain a climate of accountability and a focus on the quality of the student experience;
- Achieve institutional financial and fundraising objectives.

Current Challenges and Opportunities

SJND has successfully earned its WASC/WCEA accreditation through June 30, 2030. The Principal, working with the Board of Trustees, the Leadership Team, and faculty and staff, will lead the implementation of the current Strategic Plan and the E3 Accreditation Plan to:

- Embrace and maintain the mission, culture, and traditions Integral Student Outcomes and Core Values of this exceptional and diverse Catholic college preparatory high school;
- Lead in the continuing development of a 21st Century curriculum;
- Work with faculty in achieving the school's academic goals;

- Lead in the continuing development of Advancement, Enrollment Management, Finance and Business Operations.

Additionally, the Principal must be eager to embrace the “One Family” vision of the Pastor, thus working collegially with the parish and the adjacent elementary school.

Mission Statement

Saint Joseph Notre Dame, a Catholic parish high school, provides a dynamic and rigorous college preparatory education. Our faith-filled, diverse, and welcoming community embraces the teachings of Jesus Christ. We develop confident, open-minded, and effective leaders who are ready to live joyful lives of faith, scholarship, and service.

School History

Saint Joseph Notre Dame High School is a consolidation of Notre Dame, founded by the Sisters of Notre Dame de Namur, and St. Joseph, founded in 1935 by Saint Joseph’s parish and originally run by the Marianist Brothers.

In 1881, five sisters of Notre Dame de Namur purchased the school’s present site in Alameda, erected a convent, and opened a school for girls. In 1935, the Marianist Brothers opened Saint Joseph High School. After the Marianists left in 1970, the Congregation of the Sacred Heart was tasked with consolidating the two high schools into one coeducational school. In 1985, Saint Joseph Notre Dame High School opened.

Academics

Students at SJND gain foundational skills that pave the way for continued success and increased levels of independence. Teachers emphasize important skills that support the development of engaged and creative scholars, such as critical thinking, clear and effective communication, and collaboration. The school’s academic advantages include personalized education, strong community relationships, and college preparation.

Students pursue coursework in theology, English, languages other than English (French, Mandarin, and Spanish), math, science, social studies, physical education, and the visual and performing arts.

SJND’s tech-rich environments enhance the learning experience. Science labs are equipped with state-of-the-art tools and all classrooms are equipped with LCD projectors and high quality wireless Internet. The school’s Bring Your Own Computer program increases the use and development of 21st Century learning skills that promote self direction and college readiness. SJND’s robust online Student Information and Learning Management Systems increase the rate of teacher feedback and stimulate collaboration. In 2019, SJND introduced the mobile IDEA (Innovation Design Engineering Art Lab which

includes various technologies for use across campus. Tools range from 3D printers to Oculus Go headsets, a One-Button-Studio, and much more. In conjunction, the school implemented the new Engineering Pathway, which teaches the foundations of engineering, with an emphasis in computer science engineering. This program includes science, math and computer science courses and culminates in a semester-long, project-based capstone course on the fundamental engineering principles of research, design and building.

A unique component of the SJND experience is the Biomedical Sciences Program. Qualified students can elect to undergo this four-year certificate program focused on human physiology, medicine, research processes, and bioinformatics. Through the program, whose innovative STEM curricula developed by Project Lead the Way offers several opportunities for project-based learning, students prepare for college and for careers in STEM-related fields. This program is recognized and admired by college partners across the country.

The VAPA Pathway Program has been added for students who plan to study the arts all four years and meet all requirements and have expressed interest in distinguishing themselves at the highest levels of skill, dedication, engagement, and collaboration in pursuit of creative excellence in the arts the SJND. There are four distinct concentrations in the VAPA Pathway Program: visual/digital arts, band, choir, and musical theater.

Qualifications and Qualities of the Next Principal

The school seeks an experienced leader with a passion for mission who possesses these qualities and leadership characteristics:

- A faith-filled, practicing Catholic who embraces the Core Values of SJND faculty and staff: Humble and Proud; Dedicated and Spirited; Caring and Accountable;
- Expertise in Catholic education;
- Advanced college degree;
- A strategic and resourceful school leader with deep domain knowledge of secondary school organizational management, fiscal management, and a commitment to best practices in teaching and learning, and the overall quality of the student experience.
- SJND is positioned perfectly for further growth and prominence. The school seeks a relational leader who will serve as the face of the school to the community, continue to raise the profile of the school academically and share its powerful value proposition across the Greater East Bay and Bay Area.

To Apply

By **February 6, 2026**, please submit the following materials confidentially as separate PDF attachments in one email to Gloria Espinoza, Human Resources Department, Diocese of Oakland at gespinoza@oakdiocese.org:

- Cover letter that expresses your interest and fit for leading a Diocesan Catholic School;
- Current resume that includes dates for all degrees, certifications, and experience;
- Statement of educational leadership philosophy and practice in a Catholic parish school;
- List of five references with names, phone numbers, and emails – no references will be contacted without your knowledge and approval;
- CSDO Employment Application.

For the full listing please go to: www.oakdiocese.org/jobs/