



ARCHDIOCESE
OF PORTLAND IN
OREGON

Department of Catholic Schools
PRINCIPAL APPLICATION INSTRUCTIONS

Download application materials from:
<https://schools.archdpdx.org/principal-position-vacancies>

Complete and submit the following:

1. Archdiocesan Application form*

*The Application is a fillable PDF form. Be sure to download any updates to Adobe Reader DC first and save this file to your computer before adding your information to prevent data loss.

2. Current resume

3. Copy of Oregon or out-of-state teacher/administrator license(s)

4. Transcripts showing Master's degree and administrative license program - unofficial copies are acceptable; upon hire, official transcripts are required

5. A short essay on each of the following:

- Philosophy of Education
- Reasons for interest in a principal position in the Archdiocese of Portland

6. Letters of recommendation: from each of the four references listed on the application. Each letter must be accompanied by a completed applicant waiver form Letters are required from:

- Pastor or Religious Superior [verification of status as a practicing Catholic in good standing with the Church];
- Immediate past employer;
- Two other professional references.

Email or send to: Dina Boyle (dboyle@archdpdx.org)
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