



OFFICE OF CATHOLIC EDUCATION

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299

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DEPARTMENT HEAD OPENING

West Catholic Preparatory – Theology Department
Head Opening

PLEASE POST ON December 22, 2025

DEPARTMENT HEAD OPENING

All interested and qualified teachers may apply:

1. The teacher must have at least five (5) years teaching; three (3) years must be on the secondary level in the subject area.
2. The teacher must have a Master's Degree in the subject area or a Master's Degree in Education with a major concentrating in the subject area, or the teacher must be enrolled in one of the foregoing Master's Programs with at least six (6) graduate credits at the time of application with the requirement that at least six (6) additional graduate credits toward the Master's Degree will be obtained each year.

All applications must be received on or before January 15, 2026.

Applicants should send resume and cover letter to

Dr. Patricia Rigby, Assistant Superintendent for Secondary Education,
dr.prigby@archphila.org

The department head shall be selected within twenty days after the closing date of the submission of applications.

***** DEPARTMENT HEAD GUIDELINES ARTICLE VI, SECTION b – any teacher interested in the position of “Acting Department Head,” even though he or she is not qualified under the above-mentioned qualifications and requirements for Department Heads, should indicate his or her interest in the position at the time of the original posting of the opening.**