



**OFFICE OF CATHOLIC EDUCATION**  
1600 Cherry Street • Suite 1100, Pennsylvania 19103  
Telephone: 215-587-3545

## **DEPARTMENT HEAD OPENING**

### **West Catholic Preparatory** **World Language Department Head Opening**

**PLEASE POST ON September 14, 2026**

#### **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 September 28, 2026.**

Applicants should send resume and cover letter to

**Dr. Patricia Rigby, Assistant Superintendent for Secondary Education,**  
**[dr.prigby@archphila.org](mailto: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.**