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### Rationale

The importance of the role of the Principal in a Catholic school necessitates the hiring of candidates with appropriate education and experience as a Catholic educators and leaders.

### Policy

The Superintendent of Schools shall ensure that candidates considered for the position of school Principal are practising Catholics who possess a proven commitment to Catholic education, outstanding leadership and management skills, excellent teaching abilities, and appropriate academic qualifications.

### Regulation

1. **With respect to the qualifications of the Principal:**

The following minimum qualifications will be required for candidates for the position of Principal:

- a practising Catholic
- post-graduate degree in educational administration or equivalent
- at least five years administration experience at a school in a Catholic school system is preferred
- demonstrated commitment to the aims and goals of Catholic education

2. **With respect to the hiring of the Principal:**

The appointment is the responsibility of the Superintendent who will:

- initiate advertising for the position in a Catholic and secular press
- appoint a selection committee which will:
  - prepare a suitable shortlist of candidates for interview
  - interview the candidates
  - present the name of the successful candidate to the Board of Directors for approval

3. **With respect to the applications for the position of Principal:**

Letter of application with resume to be submitted to the Superintendent of Schools. Resume to include the following:

- personal background
- professional training and supporting documentation
- professional experience
- other professional activities
- church and community activities
- three letters of reference to include:



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- the applicant's current pastor
  - letter from the applicant's current Superintendent
  - a letter from a person who can attest to the professional and personal attributes of the applicant
4. **With respect to the selection process for the Principal:**
- all applications will be acknowledged in writing.
  - the Superintendent will confirm by phone the references of applicants who meet the minimum requirements and develop a short-list for presentation to the Selection Committee
  - the Selection Committee will include the following:
    - a parish priest (or priest's representative)
    - a representative of Local School Council
    - the Superintendent of schools
    - a representative of the faculty
    - a representative from the Board of Directors
  - the Selection Committee will short-list applicants for interview
  - the Superintendent will contact the candidates and arrange interview times
  - the Selection Committee will meet prior to the first interview to review the interview process. Forty-five minutes will be allowed for each interview.
5. **With respect to the appointment of the Principal:**
- after the final interview the committee will endeavour to reach consensus on the successful candidate. The remaining candidates should be ranked in order of preference in the event that the first choice candidate does not accept the position.
  - the Superintendent will contact the successful candidate by phone and make a verbal offer. The candidate will have 24 hours to accept the offer.
6. **With respect to the Principal's contract:**
- The Superintendent will prepare the appropriate documentation and forward three copies to the successful candidate for signature.
7. **With respect to unsuccessful candidates:**
- Superintendent will notify all interviewed applicants the appointment has been confirmed.



Reference:	Approved
	Date Approved: September 1994
Cross-reference:	Date(s) Revised: October 2003 <b>Date Reviewed: March 2012</b>