

BASIC REQUIREMENTS FOR PRINCIPALS IN THE DIOCESE OF COLORADO SPRINGS

The Office of the Unified Catholic Schools of the Diocese of Colorado Springs shall provide assistance to parishes in the identification, selection and training of qualified principals so as to ensure the highest standard of performance in this position.

A principal hired for a Diocesan Catholic school shall:

1. Be a practicing member in good standing with the Roman Catholic Church.
2. Have a Master's Degree with a minimum of 20 graduate hours with an emphasis in supervision, curriculum, instruction or other related educational administration courses.
3. Have knowledge of and ability to apply school administrative and management skills.
4. Have a minimum of five years experience in administration.
5. Have a strong commitment to the importance of Catholic school ministry in the Church.
6. Have competent computer skills.

In addition, the principal is expected to adhere to the minimum requirements for religious education certification.

Principals in the Diocese of Colorado Springs are expected to have, or complete the requirements for a Colorado Administrator License within a three-year period.

All principal applicants must be screened by the Unified Catholic Schools Office and approved prior to local interviews.

In employment practices, the Diocese of Colorado Springs Catholic school system does not discriminate on the basis of race, color, sex, national origin, ancestry, age, unfavorable military discharge, marital status or physical handicap when these are unrelated to the ability to perform the duties of the position. This policy is interpreted consistently with the religious mission and teaching of the Catholic Church.

PRINCIPAL APPLICATION PROCESS

The procedure for application and screening of persons seeking principal positions in the Diocese of Colorado Springs is:

1. Approval of Candidate for Principalship and Interview with Superintendent

The Unified Catholic Schools Office screens each candidate and arranges an initial interview for approved candidates with the Superintendent of Catholic education.

2. Interview with School Pastor and School Board Members

The Superintendent selects and recommends candidates for interviews with the Pastor and School Board

3. Appointment of Principal

The appointment of an approved religious candidate to a particular school is contingent upon the approval of the Pastor, the appointment policies of the candidate's religious community and the approval of the Superintendent of Catholic Education.

The appointment of an approved lay candidate to a particular school is contingent upon the approval of the Pastor and the final approval of the Superintendent of Catholic Education.

4. Contract

A contract is offered to the candidate, signed by the Superintendent of Catholic Education.



THE DIOCESE OF COLORADO SPRINGS

228 North Cascade Avenue
 Colorado Springs, Colorado 80903
 (719) 866-6456

APPLICATION FOR EMPLOYMENT: PRINCIPAL

In order that your application may be properly evaluated, it is essential that all of the following questions be answered carefully and completely. Applications will not be processed unless completed in full and accompanied by all of the following documentation. **Photocopy of your Colorado Certification** (To obtain certification, send for forms from Teacher Certification and Education, 201 East Colfax Avenue, Denver, CO 80203.)

1. Photocopies of teaching and administrative certification from Colorado or other states.
2. **Official Sealed** College Transcripts.
3. Resume.
4. Three Letters of recommendation related to administrative/teaching skills.
5. Signed FCRA Form
6. Letter of recommendation from your parish pastor or from superior of your religious community (for Religious Candidates)

PERSONAL INFORMATION

PLEASE PRINT

Name _____ Date _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Social Security Number _____ Telephone Number _____

Email Address _____

Religious Preference _____ Parish Affiliation _____

Previously employed by any Diocese? NO YES If yes, when? _____

Where? _____

When can you start? _____ How were you referred to us? _____

RELIGIOUS INFORMATION

Principal candidates are to be practicing Catholics in good standing. Please tell us more about your faith in action.

Practicing Catholic? Yes No Registered at _____

Check any activities in which you currently participate:

- | | | |
|---|---|--|
| <input type="checkbox"/> Choir | <input type="checkbox"/> Adoration | <input type="checkbox"/> Lector |
| <input type="checkbox"/> Religious Ed. Classes | <input type="checkbox"/> Council member | <input type="checkbox"/> Extraordinary Minister of Communion |
| <input type="checkbox"/> Knights of Columbus | <input type="checkbox"/> Altar/Rosary Society | <input type="checkbox"/> Altar Server |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Usher | <input type="checkbox"/> Church fundraising activities |
| <input type="checkbox"/> Other faith community ministry _____ | | |

*If possible, please send a signed statement from your Parish/Church attesting that you are registered and an active member of the Church.

Did you receive any Catholic school education? Yes No If so, please indicate at what levels.

As an administrator, how would you contribute to developing a community of faith within the school?

PROFESSIONAL INFORMATION

List administrative/teaching certificates held:

State	Type of Certificate	Date Issued	Certificate Number	Date of Expiration

EDUCATIONAL BACKGROUND

Date (month and year) you received your **Bachelor's** Degree _____

Major _____ Minor _____

Name and location of College/University _____
 List all credit hours received beyond the Bachelor's Degree. Specify whether quarter (Q) or semester (S) hours.

Years	College University	City State	Subject Area	Credit Hours
_____ to _____				
_____ to _____				
_____ to _____				
_____ to _____				
_____ to _____				

Date (month and year) you received your **Master's** Degree _____

Major _____ Minor _____

Name and location of College/University _____

Do you hold a Doctorate? _____ Date (month and year received) _____

Name and location of College/University _____

PROFESSIONAL PREPARATION

List specific dates and courses taken in the following areas:

School Administration:

Date:

Supervision and Staff Development:

Date:

Curriculum Development Evaluation:

Date:

Instructional Theory and Strategies:

Date:

Theology:

Date:

PROFESSIONAL ORGANIZATIONS

Name of organization:

Position Held:

List of Publications (Books, Magazine Articles, etc.):

Other experience of personal significance (Travel, International Meetings, etc.):

U. S. MILITARY RECORD

Service Branch _____ Date Entered _____ Date Discharged _____ Final Rank _____

What were your duties? _____

What special training did you receive? _____

List any additional special skills, technical or professional knowledge which you may have: _____

REFERENCES

Give three or more references, including superintendents and principals under whom you have taught. These persons should have first knowledge of your character, personality, scholarship, and teaching ability.

Name and Position	Address	Telephone Number

OTHER QUESTIONS

Has anyone ever accused you of physical abuse, sexual abuse, or sexual harassment? _____ YES _____ NO
If yes, give a short explanation of the complaint. Please indicate the date, nature and place of the incident leading to the accusation, and the disposition of the matter.

Have you ever been charged, arrested, or convicted of a felony or misdemeanor, regardless of the disposition of any such matter? _____ YES _____ NO
If yes, give a short explanation of incident. Please indicate the date, nature and place of the incident, the disposition of the allegations, and your employer at the time, including your employer's name, address, and telephone number.

Has any employer ever counseled you, reprimanded you, disciplined you, or terminated your employment or have you ever terminated your own employment for reasons related to physical or sexual abuse by you, sexual harassment by you, your unsafe driving record or your theft? _____ YES _____ NO

If yes, give a short explanation of the allegations. Please indicate the date, nature, and place of the allegations, the disposition of the allegations, and your employer at the time, including employer's name, address and telephone number.

EMPLOYMENT HISTORY

List all of your current and previous positions (paid and unpaid) in chronological order starting with the most recent. List all of your certificated administrative/teaching experience, which consists of a semester or more under regular contract. Please complete this section and attach additional sheets as needed even if you submit a resume.

1. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____
May we contact your present employer? YES NO

2. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

3. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____
Reason for Leaving _____

4. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for Leaving _____

5. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for Leaving _____

6. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for Leaving _____

7. Employed From _____ To _____
Company Name _____ Your Title _____
Address _____ Your Department _____
City & State _____ Supervisor's Phone Number _____
Supervisor's Name and Title _____
Work Performed _____

Reason for Leaving _____

Of the jobs you have held, which did you like the most and why? _____

Of the jobs you have held, which did you like the least and why? _____

LEADERSHIP SELF-ANALYSIS

Please submit a written response to the following questions:

1. Describe your basic “philosophy” of leadership. What are the beliefs that guide your actions as a leader?
2. Write a summary statement in which you rate yourself as a leader (or potential leader). How do you gain insight into the needs of your followers, inspire others to see your vision, persuade people to work together to achieve the common goal?
3. Write a personal essay on the topic of leadership and include:
 - a. What is an effective Catholic school principal?
 - b. What is the role of the mission and identity of the Catholic school?
 - c. What makes me an effective, or potentially effective, Catholic school principal?

APPLICANT'S DECLARATION, AUTHORIZATION AND RELEASE

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize the Diocese of Colorado Springs and its agents to verify any information related to my application or resume. I also authorize and direct individuals, schools, employers, and law enforcement or government officials to freely provide any information concerning my background, and hereby release any and all of them from any liability for doing so.

Date

Print Name

Signature

The Diocese of Colorado Springs shall comply with appropriate federal and state laws and regulations prohibiting discrimination in employment on the grounds of race, color, national origin, protected age category, gender, marital status, military status or physical or mental disability of any individual who is otherwise qualified.
