

## **BASIC REQUIREMENTS FOR PRESCHOOL DIRECTORS IN THE DIOCESE OF COLORADO SPRINGS**

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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 Preschool Director so as to ensure the highest standard of performance in this position.

A Preschool Director hired for a Diocesan Catholic preschool shall:

1. Be a practicing member in good standing with the Roman Catholic Church OR be a person of strong faith, actively engaged in a faith community.
2. Meet Colorado State requirements for licensing and certification for Preschool Director.
3. Meet Colorado Department of Human Service Early Childhood Director/Teacher Qualifications.
4. Have an Early Childhood Education degree or Elementary Education, Special Education, Family and Child Development, or Child Psychology degree or be capable of meeting program administrator requirements for early childhood programs as defined by NAEYC (National Association for the Education of Young Children) if the school maintains an NAEYC accreditation.
5. Have knowledge of and ability to apply school administrative and management skills.
6. Have a strong commitment to the importance of Catholic school ministry in the Church.
7. Have competent computer skills.

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

Preschool Directors in the Diocese of Colorado Springs are expected to have, or complete the requirements for a Colorado Administrator License within the Department of Human Services specified timeline.

All Preschool Director applicants must be screened by the Office of Total Catholic Education 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.

## PRESCHOOL DIRECTOR APPLICATION PROCESS

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The procedure for application and screening of persons seeking a Preschool Director position in the Diocese of Colorado Springs is:

**1. Approval of Candidate for Preschool Director 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 Preschool Director**

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 Pastor and Superintendent of Catholic Education.



**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.

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### 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 \_\_\_\_\_

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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 \_\_\_\_\_

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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 \_\_\_\_\_

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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 \_\_\_\_\_

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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 Preschool Director?
  - b. What is the role of the mission and identity of the Catholic preschool?
  - c. What makes me an effective, or potentially effective, Catholic Preschool Director?

**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.



