

Date:

Dear Applicant:

Thank you for inquiring about administrative opportunities in the Catholic schools of the Diocese of Palm Beach. We appreciate your interest. In order to expeditiously process your application, we ask that you follow the procedures listed below:

- 1. The application form should be filled out completely and returned to this office by mail or in person.**
- 2. Please arrange for the official copy of your college transcripts to be forwarded to this office.**
- 3. If you hold or did hold a teaching certificate, please send a copy of the certificate to this office.**
- 4. Our office will send personal/professional reference forms to at least three persons of your choice whom you have listed in Section 4 of the application. Please be sure their names, complete addresses and telephone numbers are legible. It is suggested that your present employer be listed among the references. The Office will also send a clergy reference to your pastor or priest of your choice. The Office will contact your pastor and present/former employer by telephone as part of the application process.**

Your application will not be activated until an official copy of your transcripts and references have been received by the Office of Catholic Schools.

When the above stipulations have been met and your application has been found acceptable by the Office of Catholic Schools, your application information and credentials will be made available to any pastor or member of a Search Committee considering you for employment. Applications will be maintained on file for a one-year period.

## **REQUIREMENTS FOR ADMINISTRATORS IN THE DIOCESE OF PALM BEACH**

1. An administrator must hold at least a Bachelor Degree from an accredited college or university.
2. An administrator must have a current and valid Florida state certificate or the equivalent acceptable to the Southern Association of Colleges and Schools, and/or the Florida Catholic Conference Accreditation Committee. If an administrator does not have such a certificate, he/she must be certifiable and, upon employment, make application for certification through the Office of Catholic Schools.

### **ELEMENTARY SCHOOL PRINCIPALS**

1. A principal in an elementary school must be a professed and practicing Catholic with a knowledge and understanding of the unique purposes of the Catholic school and its place in the educational mission of the Church.
2. A principal should have at least 3-5 years teaching experience (preferably some of which has been in Catholic education) and prior administrative experience or an internship in administration.
3. A principal “must have or be working toward a Master Degree.” (FCC Accreditation)
4. A principal “shall have or be working toward:
  - a) a Florida state administrator’s certificate; or
  - b) have a current valid administrator’s certificate from another state; or
  - c) have earned or be working toward a minimum of 18 semester hours in administration/supervision.” (FCC Accreditation)

### **SECONDARY SCHOOL PRINCIPALS**

1. A principal in a secondary school must be a professed and practicing Catholic with a knowledge and understanding of the unique purposes of the Catholic school and its place in the educational mission of the Church.
2. A principal should have at least 3-5 years teaching experience (preferably some of which has been in Catholic education) and prior administrative experience or an internship in administration.
3. A principal “shall have earned a graduate degree from an institution approved by a regional accrediting agency.” (SACS Accreditation)
4. A principal “shall have earned at least 15 semester hours of graduate credit administration in and/or supervision as part of the graduate degree or in addition thereto.” A beginning principal “shall have two years to complete the 15 semester hours of credit.” (SACS Accreditation)
5. A beginning principal “shall have two years of professional experience in education below the college level.” (SACS Accreditation)

## **JOB DESCRIPTION**

### **THE PRINCIPAL**

The principal is the administrative head of the school and is responsible for the total school program. He/she has administrative as well as supervisory obligations to the entire staff. The areas of curriculum, welfare and attendance, personnel, plant management and school-community relations are his/her major responsibility. However, the greatest challenge is to provide an atmosphere where both teaching and learning will flourish as a result of true charity.

### **ROLE OF THE SECONDARY SCHOOL PRINCIPAL**

- To provide the leadership necessary for a successful Diocesan High School.
- To insure an environment which fosters a Catholic Education Community.
- To report regularly to the Superintendent and account for the operational and administrative concerns of the school.
- To confer regularly with the Supervising Principal and account for the operational and administrative concerns of the school.
- To respect, support and encourage all persons involved in the teaching mission.
- To professionally administer a program of education that is thoroughly Catholic, contemporary and suited to the needs of the students.
- To exercise leadership in the orientation of new teachers and staff members.
- To supervise and evaluate teachers on a regular basis.
- To be available to parents, teachers, students and other staff members.
- To assure that the school is in compliance with SACS standards.
- To support and assist teachers in the daily performance of their duties.
- In consultation with the Superintendent, to plan budget, enrollment, staffing and other administrative projections.
- To work with and be receptive to recommendations of the School Advisory Council.
- To insure that all Diocesan policies and guidelines are followed.
- To work collegially with other principals and the Department of Schools in supporting the over-all needs of Catholic Education.
- To be accountable to the Superintendent of Schools for the quality of the program.
- To support Diocesan Educational Policies.
- To develop, with the faculty, a curriculum appropriate to the students' needs in accordance with the directives issued by Diocesan and state authorities.

The Secondary Principal shall be responsible for the selection of all courses to be offered by the High School, the content thereof, the hiring and dismissal of lay teachers, secretaries, coaches, and other lay personnel, and for formulation of the athletic policy of the High School.

The Principal shall be responsible for the regular operation of the High School, including the scheduling and teaching of classes, and meeting out of discipline, the keeping and processing of scholastic records, and the provision of education guidance.

The Principal shall assume the responsibility of providing for educational and vocational guidance with the understanding that it is the intention of all parties to provide a quality education for all students.

## **ROLE OF THE ELEMENTARY SCHOOL PRINCIPAL**

- To set the atmosphere in which the faith dimension of the school can flourish.
- To provide the leadership necessary for a successful parish school.
- To insure an environment which fosters a Catholic Educational Community.
- To professionally administer a program of education that is thoroughly Catholic, contemporary and suited to the needs of students.
- To exercise leadership in the orientation of new teachers and staff members.
- To support and assist teachers in the daily performance of their duties.
- To confer regularly with the Pastor, to plan budget, enrollment, staffing and other administrative projections.
- To assure that the school is in compliance with FCC standards.
- To work with and be receptive to recommendations of the School Advisory Council.
- To insure that all Diocesan policies and guidelines are followed.
- To work collegially with other principals and the Department of Schools in supporting the over-all needs of Catholic Education.
- To be accountable to the Pastor and Department of Schools for the quality of the program.
- To develop, with the faculty, a curriculum appropriate to the students' needs in accordance with the directives issued by Diocesan and state authorities.
- To support Diocesan Educational Policies.

**ADMINISTRATIVE APPLICATION**

**SECTION 6. PERSONAL COMMENT**

Please comment on the following questions in the space provided. Be prepared to expand on your responses during an interview.

1. Why are you interested in an administrative position in a school in the Diocese of Palm Beach?

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2. How are you qualified to accept a leadership role in Catholic education?

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3. What strengths do you believe you will bring to this position?

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4. What challenge will this position offer you?

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5. What is your vision of Catholic education and how would you work to achieve this in a Catholic school setting?

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\_\_\_\_\_  
Signature

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Date



**CERTIFICATION:**

State	Type	Subj.	Cert. No.	Date Issued	Expiration
State	Type	Subj.	Cert. No.	Date Issued	Expiration

**RELIGIOUS EDUCATION COURSES:**

Area	Institution	Number of Hours	Date
Area	Institution	Number of Hours	Date
Area	Institution	Number of Hours	Date
Area	Institution	Number of Hours	Date

**OTHER EDUCATIONAL EXPERIENCE:**

**Major workshops, seminars, internships, grants, summer programs participated in within the last five years (not normally part of a degree program).**

Program/Area	Sponsor/Institution	Date	Cert. of Completion or Hrs. of Credit
Program/Area	Sponsor/Institution	Date	Cert. of Completion or Hrs. of Credit
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Program/Area	Sponsor/Institution	Date	Cert. of Completion or Hrs. of Credit

**SECTION 3. WORK EXPERIENCE****TEACHING AND ADMINISTRATIVE EXPERIENCE:**

List all educational employment below, starting with your most recent position. If additional space is required, use a supplemental sheet.

1. School Name	Dates Employed		Admin. Position or Subjects and	Specific Reason
2. Address, City, State	Month	Year	Grades Taught	For Leaving
1.	From			
2.	To			
1.	From			
2.	To			
1.	From			
2.	To			
1.	From			
2.	To			
1.	From			
2.	To			

Phone number of most recent school employer: \_\_\_\_\_

TOTAL Years of FULL-TIME teaching experience: Elementary \_\_\_\_\_ High School \_\_\_\_\_ College \_\_\_\_\_

TOTAL Years of FULL-TIME ADMINISTRATIVE experience: Elementary \_\_\_\_\_ High School \_\_\_\_\_ College \_\_\_\_\_

List any administrative-related responsibilities that you have as part of your present assignment or as an extension of it:

\_\_\_\_\_

**EXTRA CURRICULAR INVOLVEMENT:** List any formally organized religious education or other programs, for children or adults, in which you assist.

Institution	Activity	Hours per week
Institution	Activity	Hours per week
Institution	Activity	Hours per week

**OTHER WORK EXPERIENCE:** List all non-educational experience during the past five years, whether or not it has pertinence for a position in education. Include U.S. military service and type of military discharge and any former employment with an agency of the Diocese. List the most recent first.

1. Employer 2. Address, City, State	Dates Employed Month Year	1. Title and Type of Work 2. Name and Title of Supervisor	Specific Reason For Leaving
1.	From	1.	
2.	To	2.	
1.	From	1.	
2.	To	2.	
1.	From	1.	
2.	To	2.	

Phone number of most recent employer: \_\_\_\_\_

What academic or professional honors have you received? \_\_\_\_\_

List membership in professional organizations: \_\_\_\_\_

**SECTION 4. REFERENCES**

Give at least three current references, including your present employer and/or principals under whom you have taught, who have first-hand knowledge of your character, personality, scholarship and teaching and/or administrative ability. (Please do not include immediate family members as references).

NAME	ADDRESS	TELEPHONE	POSITION
1.			
2.			
3.			
4.			

How soon will you be available? \_\_\_\_\_ How long will you be available? (final date) \_\_\_\_\_

If under contract, when are you required to sign next year's contract? \_\_\_\_\_

Reasons for leaving your present (or most recent) employment. \_\_\_\_\_

If you have placement papers on file with a placement bureau or college placement office, give its full name and address.

Add by letter any additional information that will give us a more complete estimate of your training, experience, character and ability. Copies of testimonials in your possession may be included.

**SECTION 5. PERSONAL INFORMATION**

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|----|--|----|-----|
| 1. | Have you ever for any reason been suspended, dismissed or asked to resign an educational position?   | No | Yes |
| 2. | Have you ever had a teaching/administrative certification denied, suspended or revoked?  | No | Yes |
| 3. | Have you ever failed or refused to fulfill an employment contract with any school?   | No | Yes |
| 4. | Do you have a contagious or communicable disease?  | No | Yes |
| 5. | Do you have or have you had any mental or physical conditions which could affect your ability to hold a teaching/administrative position?                                    | No | Yes |
| 6. | Do you use drugs in any form or excessive amounts of alcohol?  | No | Yes |
| 7. | Have you ever been found guilty of immoral conduct or dismissed from any teaching/administrative position for immoral or unprofessional conduct or for unfitness of service? | No | Yes |
| 8. | Have you ever been discharged other than honorably from military service?  | No | Yes |

Explain any "yes" answers on an attached statement.

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**Documents submitted with this application become the property of the Office of Catholic Schools and will not be returned.**

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STATEMENT: The Diocese of Palm Beach is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, sex or national origin.

STATEMENT: I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the Office of Catholic Schools to make any investigation of my background deemed necessary and to share all the information contained herein with any person considering my employment in the diocesan school system. I understand and agree that the Office of Catholic Schools or the schools of the Diocese of Palm Beach shall have the right at any time after my termination to furnish information to others regarding my employment.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

This application will be placed on file for consideration when vacancies occur. It should be complete and accurate in every detail. When your application has been found acceptable by the Office of Catholic Schools, a brief resume of your application information and credentials will be made available to any pastor or member of a Search Committee considering you for employment. You will be contacted directly by this individual should an opening occur in your field of preparation and/or experience.

**All four items are required to activate your file**

(Mail to the Office of Catholic Schools, P. O. Box 109650, Palm Beach Gardens, FL 33410-9650)

1. Application and Personal Comment Sheet
2. Official Copy of all College Credits
3. Three Current References (requested by Office of Catholic Schools)
4. One Current Reference from Pastor (requested by Office of Catholic Schools)

Note: Applications are maintained on file for one year.