

## PERSONNEL

### PRINCIPALS FOR CATHOLIC ELEMENTARY SCHOOLS

The Pastor of a single parish school or the Executive Director of a consolidated school appoints the lay person or the religious under an individual contract as Principal. In the case of the religious community's commitment to the diocese where no contract is signed, the Pastor discusses with the community the particular needs of the parish and school to enable the religious superiors to assign a Sister who can best meet those needs.

The Principal's contract covers a three-year period unless, by mutual agreement of Pastor and Principal and with the approval of the Secretary for Education, the time is shortened. The Principal serves for twelve months a year with the equivalent of one month of summer vacation per year.

The salary of the lay principal or of a religious under an individual contract will be determined by the Pastor/Executive Director according to the guidelines established by the Secretariat for Education. The salary of a religious under a community agreement with the diocese will be determined by the twelve-month salary of the current Sister's Compensation Schedule. Should a religious Principal require more than one month for retreat, vacation, etc., the term of the compensation may be adjusted accordingly by the Pastor/Executive Director.

The applicant for elementary principal must be:

1. A practicing Catholic, whose value system and lifestyle are consistent with Catholic Church teaching, committed to ongoing personal spiritual development, willing and able to foster a faith community among faculty members and students.
2. An educator who holds a Master's degree in Educational Administration with a Pennsylvania Administrative certificate or a Master's degree in Education with a commitment to pursue the required courses for a Pennsylvania Administrative certificate.
3. An educator who has had at least five (5) current years of satisfactory Catholic school teaching/administrative experience.
4. An educator who is able to present evidence of certification of religious studies comparable to the current requirements established by the Office of Catechetical Training or one who is committed to attaining such certification within the first three years of principalship.

The Catholic Schools' Department reserves the right to waive whichever of the qualifications it shall deem individual circumstances warrant.

The Catholic Schools' Department determines the application procedures for interested candidates and the specific procedures to be followed in interviewing and selecting a Principal.

Only those laypersons or religious seeking an individual contract, who have been approved by the Catholic Schools' Department, may be interviewed at the local level for an elementary principalship position.

Policy

Approved: January 20, 1995

NCD/Bishop of Harrisburg