

**ADMINISTRATION****RECRUITMENT AND SELECTION OF PRINCIPALS FOR CATHOLIC SCHOOLS**

When a vacancy in the principalship of an elementary school or secondary school is anticipated or occurs, the Pastor of the elementary school or the Principal of the secondary school will immediately notify the Superintendent of Schools.

The Pastor of the elementary school or the Principal of the secondary school will designate a Search/Interview Committee and its chairperson according to the guideline established by the Secretariat for Education.

The position will be advertised by the Superintendent of Schools throughout the Diocese of Harrisburg and in surrounding dioceses. The local Committee may also advertise, however all applicants must be directed to send applications to the Superintendent of Schools. Only those candidates who have been approved by the Superintendent of Schools may be considered for interview at the local level.

General requirements for a Catholic school principal:

1. A practicing Catholic in good standing and enthusiastically committed to the mission of Catholic education.
2. Five years of successful teaching/administrative experience in a Catholic school system.
3. Master's Degree, preferably in Educational Administration.
4. Willingness to obtain the Administrative Certificate (Pennsylvania), if not already attained.

Policy Adopted:  
December 17, 1990

NCD/Bishop of Harrisburg