



# ARCHDIOCESE OF DENVER

OFFICE OF CATHOLIC SCHOOLS

To: Principal Applicant

From: Adam J. Dufault  
Interim Superintendent of Catholic Schools

Regarding: Principal/Administrator Application Process

Thank you for your interest in the administrator's position at Notre Dame Catholic School, a member of the Archdiocese of Denver Catholic Schools system. In order for the Office of Catholic Schools to process your application, please follow the procedures outlined in the Principal Application Process document attached.

Your application will be activated upon receipt of **all required materials and fees**. The Office of Catholic Schools will then check your educational qualifications and experience. Once it has been determined that you meet the requirements for principals in the Archdiocese of Denver, you may be invited to an interview with the Associate Superintendent.

Applicants who meet the requirements and successfully complete the interview process will be recommended to the Superintendent for approval as a candidate for principal. Once approved, your application will be given to pastors who are engaged in a principal search.

Enclosed you will find the:

- Application
- Leadership Self-Analysis Questions
- Requirements for Principals in the Archdiocese of Denver
- Principal Application Process for the Archdiocese of Denver
- Principal Performance Competencies

Please address all correspondence to:

Mr. Adam J. Dufault, Interim Superintendent  
Archdiocese of Denver, Office of Catholic Schools  
1300 South Steele Street  
Denver, CO 80210-2599  
(303) 715-3200



*The Archdiocese of Denver Catholic Schools is an investment in the future of our children and our Catholic faith.*

**REQUIREMENTS FOR PRINCIPALS IN THE ARCHDIOCESE OF DENVER**

The Office of Catholic Schools 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 an Archdiocesan Catholic school shall:

1. Be a practicing member in good standing with the 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 knowledge of or willingness to develop computer skills;
5. Have a minimum of five years experience in teaching or administration in a Catholic school; and
6. Have a strong commitment to the importance of Catholic school ministry in the Church.

In addition, the principal is expected to adhere to the minimum requirements for Religious Education Certification as set forth by the Archdiocese of Denver.

Principals in the Archdiocese of Denver who do not hold a current, valid administrator's certificate must complete the requirements for a Colorado Administrator's License within a three-year period from the date they first become principal.

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

The hiring of all Archdiocesan principals, religious or lay, will be done through the process outlined by the Office of Catholic Schools in cooperation with the pastor (in the case of a parish school), and the local search committee.

Agreement must be reached between pastor (in the case of a parish school) and the Archdiocesan Superintendent of Catholic Schools before a principal's contract may be offered at the parish level. In order for such offer to be valid, it must be signed by the pastor of the parish and the Superintendent of Catholic Schools.

**PRINCIPAL APPLICATION PROCESS**

The procedure for application and screening of persons seeking principal positions in the Archdiocese of Denver is:

**STEP 1:                      SUBMISSION OF CREDENTIALS**

Principal applicants are asked to submit the following to the Office of Catholic Schools:

1. completed application accompanied by the processing fee.
2. college and graduate school transcripts forwarded directly by the college/ university to the Office of Catholic Schools.
3. copy of each state certification (teaching, administration and other related fields).
4. three letters of reference.
5. Religious candidates -- letter of recommendation from the superior of the Community.
6. Lay candidates -- letter of recommendation from your parish pastor.

All items must be on file before an application may be processed. Correspondence should be addressed to:

Principal Applications  
Archdiocese of Denver, Office of Catholic Schools  
1300 South Steele Street  
Denver, CO 80210-2599

**STEP 2:                      INTERVIEW OF CANDIDATES BY OFFICE OF CATHOLIC SCHOOLS**

After processing the application, the Office of Catholic Schools will contact the candidate and arrange for an interview. In addition to the staff, other principals and pastors may be invited to form a screening committee to conduct the interview of the candidate.

**STEP 3:                      APPROVAL OF CANDIDATE FOR PRINCIPALSHIP**

The Office of Catholic Schools makes its decision in the case of each candidate and forwards its recommendations to the Superintendent.

Approved candidates are informed and notified of schools with anticipated principalship vacancies. A list of approved candidates is sent to each Pastor who has notified the Office of Catholic Schools of the need for a principal.

**STEP 4:                      LOCAL INTERVIEW**

Candidates are interviewed one or more times by the local Search Committee designated by the Pastor/Superintendent. Recommendations are made to the Pastor/Superintendent regarding each candidate.

**STEP 5:                      APPOINTMENT OF PRINCIPAL**

The appointment of an approved candidate to a particular school is contingent upon the approval of the pastor after consultation with the Search Committee and the approval of the Superintendent of Catholic Schools.

The appointment of an approved religious candidate to a particular school is contingent upon the approval of the Pastor/Superintendent after consultation with the Search Committee, the appointment policies of the candidate’s religious community and the approval of the Superintendent of Catholic Schools.

**STEP 6:                      CONTRACT**

A contract is offered to the candidate, signed by both the pastor and the Superintendent for Catholic Schools.

The Archbishop in consultation with the Board of Members and the Superintendent will offer the principal’s contract at an Archdiocesan high school.

**LEADERSHIP SELF-ANALYSIS**

As part of the application process, principal candidates are asked to submit written responses to the questions listed below.

1. Describe your 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.
  - a. How do you gain insight into the needs of your followers?
  - b. Inspire others to see your vision?
  - c. Persuade people to work together to achieve the common goals?
3. Write a personal essay on the following topics:
  - a. What is an effective Catholic school principal?
  - b. What makes me an effective, or potentially effective, Catholic school principal?
4. Write a statement describing your faith life, your relationship with the Catholic Church, and your relationship with Jesus Christ.

This application must be filled in completely and accurately for processing along with the \$35 fee. Official transcripts, showing grades from all institutions of higher learning attended must also be submitted in the application packet.

**PERSONAL DATA**

Application Date \_\_\_\_\_  
*Month Day Year*

Applicant Name \_\_\_\_\_  
*Last First MI*

Other name(s) in which records might be recorded \_\_\_\_\_

Religious Affiliation \_\_\_\_\_ Practicing Catholic? Yes No

Parish \_\_\_\_\_

Home Address \_\_\_\_\_  
*Street Apt #*

\_\_\_\_\_

*City ST Zip*

Home Phone \_\_\_\_\_

Cell / Mobile Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Have you ever been employed by the Archdiocese of Denver Catholic Schools? Yes No

If “yes”, under what name? \_\_\_\_\_

If “yes”, which schools? \_\_\_\_\_

*School Year*

\_\_\_\_\_ *School Year*

\_\_\_\_\_ *School Year*

Would you be willing to relocate to the Northern or Western Archdiocesan Schools? Yes No

Can you perform the essential functions required for the principal’s position with reasonable accommodation? Yes No

If you need an accommodation, indicate and explain the accommodation required. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**PROFESSIONAL DATA**

**Position Preferred**

- Principal
- Assistant Principal

**Administrator Qualifications**

Graduate Degree

- MA Major \_\_\_\_\_
- Ed.S. Minor \_\_\_\_\_
- Ed.D. \_\_\_\_\_
- Ph.D. \_\_\_\_\_

- Administrator Certificate/License

State \_\_\_\_\_  
 License No. \_\_\_\_\_  
 Expiration Date \_\_\_\_\_

- Teaching Certificate/License

State \_\_\_\_\_  
 License No. \_\_\_\_\_  
 Expiration Date \_\_\_\_\_

- Principal Certificate/License

State \_\_\_\_\_  
 License No. \_\_\_\_\_  
 Expiration Date \_\_\_\_\_

If you do not have a **Colorado** Principal License, would you qualify for one? Yes No

If you do not qualify, why not? \_\_\_\_\_

Do you have diocesan religious education certification? Yes No

If yes, please specify: Diocese \_\_\_\_\_  
 Type \_\_\_\_\_  
 Year \_\_\_\_\_

If you are presently employed, may we contact your present employer to check your work record? Yes No

\*\*\* Have you ever been convicted of a felony, a misdemeanor, or any offense involving child abuse/molestation? Yes No

\*\*\* Has a civil or criminal complaint ever been filed against you alleging physical abuse or sexual abuse by you? Yes No

\*\*\* Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse or sexual abuse by you? Yes No

*If you answered "yes" to any of the three previous questions marked with \*\*\*, please attach an explanation.*

Do you use illegal drugs? Yes No

**EDUCATIONAL DATA**

Of the twelve years you spent in elementary and secondary school, how many were in Catholic school? \_\_\_\_\_

**Institutions of Higher Learning Attended**

College / University	Location	Dates Attended	Credits / Semester Hrs	Credits / Qtr Hrs

**Degree(s) Attained**

Degree	Date	College / University	Major	Minor

**ADMINISTRATIVE AND TEACHING EXPERIENCE**

Total years of teaching experience \_\_\_\_\_ Contract \_\_\_\_\_

Other \_\_\_\_\_

Years	OR Number of Months	Position (FT or PT)	School Name City, ST	Grade(s) or Subject(s)	Reason for Leaving

**OTHER EMPLOYMENT**

Employment, other than administration or teaching, since leaving college:

Place	Occupation	Dates



**REFERENCES/RECOMMENDATIONS**

Names of Placement Office and/or College/University from which you have requested your confidential papers be sent to the Office of Catholic Schools: \_\_\_\_\_

Request that a letter of recommendation from your three (3) most recent principals or supervisors be sent directly to the Office of Catholic Schools. **List three (3) references below.** If you have had administrative and teaching experience, name all superintendent/principals under whom you have worked within the last eight (8) years. Indicate with an \* beside reference given below if included in credentials.

Name	Address/City/State	Phone Number	Institution/Organization	Position

**I hereby attest to the accuracy and completeness of all information provided above. I understand that references will be contacted, and a complete background check will be conducted to verify information provided.**

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

Applicants are responsible for notifying the Office of Catholic Schools when they take a position or when, for some reason, they wish to have their application withdrawn from the active files. Applications, if properly completed, will be kept at the Office of Catholic Schools for two (2) school years, or until the applicant is hired, whichever comes first. If the applicant is not hired by the end of the two years and s/he still wishes to be considered for a position, the applicant must reapply. When the applicant signs a contract, the completed file becomes the property of the employing school.

**Return the completed application, all paperwork requested, and the application fee of \$35 to:**

**Archdiocese of Denver  
Office of Catholic Schools - Administrator Applications  
1300 South Steele Street  
Denver, CO 80210  
(303) 715-3200**



*The Archdiocese of Denver Catholic Schools is an investment in the future of our children and our Catholic faith.*

The Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, treatment of students or its employment practices. The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, S.T.L. and at the direction of the Superintendent, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accord with the policy on Admissions, 4.2.1. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school-administered programs.