



ARCHDIOCESE OF DENVER

OFFICE OF CATHOLIC SCHOOLS

To: Principal Applicant

From: Elias J. Moo
Superintendent of Catholic Schools

Regarding: Principal/Administrator Application Process

Thank you for your interest in a school leadership position in the Archdiocese of Denver Catholic Schools. 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 Superintendent and members of the Office of Catholic Schools team. Applicants who meet the requirements and successfully complete the interview process will be recommended to pastors and/or school Principal Search Committees as a candidate for principal.

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:

Elias J. Moo, Superintendent
Archdiocese of Denver, Office of Catholic Schools
1300 South Steele Street
Denver, CO 80210-2599
(303) 715-3200

You may scan and email all principal application materials to schoolinfo@archden.org as part of the application process.



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. The following are considered minimum requirements for persons seeking employment as a principal. A principal hired for an Archdiocesan Catholic school shall:

- Be a practicing Catholic in good standing with the Roman Catholic Church.
- Have a Master's Degree with a minimum of 20 graduate hours in supervision, curriculum, instruction, and other related educational administration courses.
- Have knowledge of and ability to apply school administrative and management skills.
- Have a minimum of five years experience in teaching or administration in a Catholic School.
- 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 Catechist Certification as set forth by the Archdiocese of Denver.

Principals in the Archdiocese of Denver who do not hold a current, valid administrator's license/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 Superintendent and Pastor in the case of a parish school, and the local principal search committee.

In the case of an appointment of a principal by a religious community, appropriate dialogue must take place between the Pastor, Office of Catholic Schools, Superintendent, and the religious community. The religious community must agree that the principal to be appointed will meet the minimum requirements for a principal outlined in this policy and be approved by the Office of Catholic Schools.

In the case of a parish school, agreement must be reached between the Pastor and the Superintendent before a principal's contract may be offered. In order for the offer to be valid, the contract must be signed by both the Pastor and the Superintendent.

At an Archdiocesan high school, the Archbishop, in consultation with the Board of Members and the Superintendent, will offer the principal's contract. In order for the offer to be valid, the contract must be signed by the Board of Members.

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 outlining your involvement in parish life.

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

Archdiocese of Denver
Office of Catholic Schools – Catholic School Leadership Applications
1300 South Steele Street
Denver, CO 80210-2599
schoolinfo@archden.org

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.

Finalists will be invited by the Pastor/Superintendent and Search Committee to a final in-person interview, which includes a visit at the school, meeting with key constituencies of the school community, including teachers, staff, students, and parents.

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.

This application must be filled in completely and accurately for approval. 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 an Archdiocese of Denver entity (parish, school or ministry office)? Yes No

If "yes", under what name? _____

If "yes", which entity? _____

Parish/School/Ministry Office Years

_____ *Years*

Parish/School/Ministry Office 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 along with all paperwork requested to:

Archdiocese of Denver
Office of Catholic Schools – Catholic School Leader 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 Elias J. Moo, 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 disabled students in accord with the policy on Admissions, 4.2.1. These schools do not discriminate on the basis of race, age, disability, 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.

LEADERSHIP SELF-ANALYSIS

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

1. Write a statement describing your faith life, your relationship with the Catholic Church, and your relationship with Jesus Christ.
2. Describe your philosophy of leadership.
 - a. What are the beliefs that guide your actions as a leader?
 - b. How do you gain insight into the needs of your followers?
 - c. Inspire others to see your vision?
 - d. Persuade people to work together to achieve the common goals?
3. Write a response on the following topics:
 - a. What does it mean to be an effective and transformational Catholic school principal/leader?
 - b. What makes me an effective, or potentially effective, Catholic school principal/leader?
4. What is the purpose and aim of Catholic education? Please include two to three citations from key documents, people, or organizations that inform your view of Catholic education.
5. Please select one of the following statements and write a brief response describing the implications of the statement for the Catholic school principal:
 - a. “Catholic schools...are the most effective means available to the Church for the education of children and young people who thus may “grow into manhood according to the mature measure of Christ.” (*To Teach as Jesus Did*, #118). “Her children, then, will be capable both of resisting the debilitating influence of relativism and of living up to the demands made on them by their Baptism. (*The Catholic School*, #12).
 - b. “... in fact, since education consists essentially in preparing man for what he must be and for what he must do here below, in order to attain the sublime end for which he was created, it is clear that there can be no true education which is not wholly directed to man's last end...” (*Divini Illius Magistri*, #7).
 - c. “...for it [education] keeps far away from youth the moral poison which at that inexperienced and changeable age more easily penetrates the mind and more rapidly spreads its baneful effects. For it is true, as Leo XIII has wisely pointed out, that without proper religious and moral instruction "every form of intellectual culture will be injurious; for young people not accustomed to respect God, will be unable to bear the restraint of a virtuous life, and never having learned to deny

themselves anything. they will easily be incited to disturb the public order." (*Divini Illius Magistri*, #24).

- d. "Perfect schools are the result not so much of good methods as of good teachers, teachers who are thoroughly prepared and well-grounded in the matter they have to teach; who possess the intellectual and moral qualifications required by their important office; who cherish a pure and holy love for the youths confided to them, because they love Jesus Christ and His Church, of which these are the children of predilection; and who have therefore sincerely at heart the true good of family and country." (*Divini Illius Magistri*, #88).
- e. "For precisely this reason, Christian education takes in the whole aggregate of human life, physical and spiritual, intellectual and moral, individual, domestic and social, not with a view of reducing it in any way, but in order to elevate, regulate and perfect it, in accordance with the example and teaching of Christ. Hence the true Christian, product of Christian education, is the supernatural man who thinks, judges and acts constantly and consistently in accordance with right reason illumined by the supernatural light of the example and teaching of Christ; in other words, to use the current term, the true and finished man of character." (*Divini Illius Magistri*, #95-96).