



Dear Principal Applicant,

Thank you for your interest in applying for the position of school principal within the Diocese of Orlando. Presently we have 29 elementary schools, 5 high schools, 1 special education school and 5 early childhood centers.

On our website ([www.orlandodiocese.org/schools](http://www.orlandodiocese.org/schools), click on Career Opportunities, Application, Principal Application), you will find the requested application forms, a list of minimum qualifications and a sample job description for the Catholic school principal in the Diocese of Orlando. Principals, as key leaders in the school setting, are selected due to their faith leadership, their active participation in local Catholic parish communities, their academic preparation and their competencies as administrators.

Please provide all requested information to:

Mr. Henry Fortier  
Secretary for Faith Formation/Superintendent of Schools  
Diocese of Orlando  
Post Office Box 1800  
Orlando, Florida 32802-1800

**N.B. All applicants must be approved by this office prior to any interview by local search committees. Applications are not considered complete until the following items are present in the Orlando Diocesan Office of Catholic Schools:**

1. Principal Application (four pages)
2. Essay Questions
3. Two reference forms from the application packet:
  - a. Administrative Reference Form
  - b. Parish/Religious Community Reference Form
4. Copy of current state administrative certificate and/or copy of current state teaching certificate (if applicable).
5. Official copies of university transcripts.

Please contact me if you have further questions.

Sincerely,

Henry Fortier  
Secretary for Faith Formation/  
Superintendent of Catholic Schools

**Diocese of Orlando**  
**Office of Catholic Schools**  
**Applicants for Principal: Minimum Qualifications**

1. A knowledgeable and practicing person of faith who is an active, participating member of a Catholic faith community with a thorough understanding of and commitment to the Catholic philosophy of education, including current catechesis.
  
2. Demonstrated ability to share one's personal faith journey and enable others to do the same.
  
3. Demonstrated successful ability to manage staff, volunteers, budgets and programs.
  
4. Possess an Educational Leadership degree or a Master's degree in an approved field. Consideration will be given to applicants who are working toward a degree in Educational Leadership.
  
5. Five years of experience in educational administration; three years of which must be in a Catholic high school or Catholic elementary school.
  
6. Must be eligible for Florida certification.

(Sample)

## Catholic School Job Description for Principal

**Note: The following list of major responsibilities may not fully represent the exact job responsibilities of any one principal. There may be additional/different elements of the job which are not included in this checklist. Schools are encouraged to use this sample checklist as a normative guideline in creating their individual job descriptions.**

### **Position Purpose:**

School \_\_\_\_\_ City \_\_\_\_\_

The purpose of this position is to ensure Christian leadership according to Diocesan and local school policies, rules and regulations.

### **Responsibilities:**

1. Collaborates with the pastor in implementing the mission of the parish. This is accomplished by:
  - a. participating in the comprehensive planning, implementation and evaluation of the parish's programs, goals and objectives with particular emphasis on the religious education/formation;
  - b. serving as a member of the parish staff and as a professional resource to the staff in all areas relating to the Catholic elementary school; and
  - c. participating in parish, deanery and Diocesan planning efforts.
2. Ensures the development and implementation of an overall learning environment which promotes Catholic faith formation/education, ethical decision-making, social justice and Christian leadership. This is accomplished by:
  - a. promoting a curriculum that integrates Gospel values;
  - b. assuring the integration of the school as part of the parish faith community;
  - c. enabling staff to serve as role models for students;
  - d. promoting a leadership style compatible with Christian principles; and
  - e. personally witnessing to the principles and values of the Catholic faith.
3. Ensures competence of research-based learning by:
  - a. possessing knowledge of the 21<sup>st</sup> century tools and implementing them throughout the school;
  - b. supporting and encouraging research-based learning strategies;
  - c. collaborating with faculty and stakeholders in providing challenging and rigorous curriculum;
  - d. understanding and integrating technology throughout the school environment;
  - e. seeking and instilling an environment of collaboration and cooperation among all stakeholders; and
  - f. supporting educators in their role of facilitators of learning.
4. Ensures appropriate personnel management. This is accomplished by:

- a. recruiting and selecting individuals for teaching positions;
  - b. assigning teachers and non-teachers on staff to specific duties;
  - c. directing and evaluating inservice activities both within and outside of the school;
  - d. insuring appropriate pay and maintaining personnel records;
  - e. maintaining a continuous program of supervision and evaluation of the staff and of the instructional program; and
  - f. recruiting and assigning substitute personnel
5. Ensures suitable materials management. This is accomplished by:
- a. being responsible for the purchase and use of general and instructional supplies;
  - b. evaluating school safety standards in building(s);
  - c. overseeing re-evaluation of textbooks, audio-visual, educational technology, library and other instructional materials;
  - d. evaluating and recommending necessary modifications of building(s); and
  - e. evaluating and directing custodial services within the school or as delegated by the pastor.
6. Ensures proper information systems management. This is accomplished by:
- a. scheduling use of all school facilities;
  - b. insuring that official records are properly maintained;
  - c. providing for office and telephone coverage; and
  - d. developing and publishing a school calendar.
7. Ensures satisfactory public and community relations. This is accomplished by:
- a. maintaining effective communication with parents regarding pupil progress;
  - b. developing and organizing a parent-teacher association; and
  - c. providing courteous and open reception of authorized visitors.
8. Ensures proper budget and fiscal oversight. This is accomplished by:
- a. preparing and administering the school budget;
  - b. developing information on sources of funds in the parish, community or public area; and
  - c. keeping records of income and expenses.
9. Ensures continuous legitimate teacher development. This is accomplished by:
- a. providing leadership for teacher growth and development, particularly among new or beginning teachers;
  - b. directing and guiding selection of methods and materials of instruction;
  - c. reviewing and appraising lesson planning;
  - d. reviewing and evaluating lessons and work taught; and
  - e. reviewing and evaluating standardized and teacher-made test results.
10. Ensures good pupil-parent services. This is accomplished by:
- a. determining appropriate placement of pupils in individual classes;
  - b. insuring appropriate and harmonious relations between teachers and families;

- c. providing suitable articulation within the school (from grade to grade) and from school to school; and
  - d. directing guidance and disciplinary services of the school.
11. Ensures curriculum development. This is accomplished by:
- a. developing, with the faculty, a curriculum appropriate to the children's needs in accordance with the directives issued by Diocesan and State authorities;
  - b. utilizing community resources in the development of curriculum materials; and
  - c. determining the utilization of consultants and supplementary services in presenting or developing curriculum materials for the school.
12. Reporting to the local school board on the administration and implementation of Diocesan and local board policies and the school program.



**PROFESSIONAL CREDENTIALS**

**Certification:** Please list all teaching/administrative certificates that you have received in Florida or other states; enclose a copy of each certificate.

State	Type	Number	Date Granted	Expires

**EDUCATIONAL PREPARATION**

Name and Location of School	Major	Minor	Degrees	Year Graduated
High School				
College				
Graduate Program				
Other (Specify)				

Attach a list if more space is needed.

**RELIGIOUS FORMATION**

Do you have catechetical certification? \_\_\_\_\_ If yes, what level? \_\_\_\_\_  
Please include a copy of catechetical certification.

What preparation have you had to be a faith leader of the school community?  
(Indicate type of training, duration, where, date attended and credit, if any.)

---



---



---



---

Describe your present involvement in a parish faith community. \_\_\_\_\_

---



---



---



---

Why do you want to be considered for a leadership position in a Catholic school? \_\_\_\_\_

---



---



---



---





List professional memberships: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OTHER WORK EXPERIENCE**

List work experience other than education:

Employer/Organization	Address	City/State/Zip	Job Title	Reference	Phone
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**AVAILABILITY**

How soon will you be available to assume a principalship? \_\_\_\_\_  
 How long are you willing to commit to this position? \_\_\_\_\_  
 If presently under contract, when are you required to sign next year's contract? \_\_\_\_\_  
 Reason(s) for leaving your present (or most recent) employment? \_\_\_\_\_

**PERSONAL REFERENCES**

NOTE TO THE APPLICANT: Under Educational Employment Experience, you listed references and supervisors. In order to thoroughly check your background and work history, it may be necessary for the Office of Schools' representative and Search Committee representatives to contact any of the listed individuals. In addition to those references, name three other individuals who are able to provide specific education-related information about your qualification for the position for which you are applying. You should inform these persons that they might be contacted as part of our search process.

- 1) \_\_\_\_\_  

Name	Title/Relation	Address	City/State/Zip	Phone
_____	_____	_____	_____	_____
- 2) \_\_\_\_\_  

Name	Title/Relation	Address	City/State/Zip	Phone
_____	_____	_____	_____	_____
- 3) \_\_\_\_\_  

Name	Title/Relation	Address	City/State/Zip	Phone
_____	_____	_____	_____	_____

I hereby certify that the facts set forth in this Administrative Employment application are true and complete to the best of my knowledge. In understand that if I am employed, false or misleading statements given on my application or during my interview(s) may result in discharge.

I authorize an investigation of statements and references/supervisors contained in this application which will allow the employer to make an employment decision.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## SHORT ESSAY QUESTIONS

Please answer the following questions. Be brief but sufficiently complete with your responses. Answer #7 on this paper.

1. What are your professional goals at this time?
2. Discuss the importance of Catholic education.
3. What role does your faith play in your life? How do you integrate that faith into your concept of mission and ministry in the area of Catholic education?
4. What educational and non-educational qualities do you bring to this position? Discuss both your strengths and limitations.
5. What successful experiences have you had in working collaboratively on a team? With an education committee or school board?
6. Which position interests you and why are you applying for this position?
7. On the table given below, check your level of experience in these development areas:

### Experience Level

<b>Institutional Advancement</b>	<b>Very</b>	<b>Some</b>	<b>None</b>	<b>Candidate's Comments</b>
Marketing				
Annual Funds				
Major Gifts				
Capital Campaigns				
Planned Giving				
Grant Writing				
Strategic Planning				

**Very Experienced = chaired a committee/served on committee/personally completed task.  
Some Experience = participated in or contributed to work related to listed activity.**

**Diocese of Orlando  
Post Office Box 1800  
Orlando, Florida 32802-1800**

**PARISH/RELIGIOUS COMMUNITY REFERENCE FORM**

To be completed by pastor, associate pastor or someone in parish or religious community leadership.

Applicant's Name: \_\_\_\_\_

Applying for a position as \_\_\_\_\_

To: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

-----  
**With reference to the Family Education Rights and Privacy Act of 1974:**

I waive my option to view my recommendations.  I claim my option to view my recommendations.

Applicant's Signature: \_\_\_\_\_

-----  
The applicant named and whose signature appears above has given your name as a reference. Please answer the following questions to the best of your knowledge.

1. How long have you known the applicant and in what official relationship?  
\_\_\_\_\_
2. Is the applicant a participating member of his/her parish or religious community? Yes \_\_\_\_ No \_\_\_\_
3. Does the applicant have any limitation which might interfere with the regular duties of a principal in a Catholic school? If so, please note:  
\_\_\_\_\_  
\_\_\_\_\_
4. Would you employ this candidate for the position specified? Yes \_\_\_\_ No \_\_\_\_
5. Any additional comments would be appreciated (e.g., listing strengths and weaknesses concerning this applicant.)  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

**Please return to:**  
**Henry Fortier**  
**Secretary for Education/Superintendent of Catholic Schools**  
**Diocese of Orlando**  
**Post Office Box 1800**  
**Orlando, FL 32802-1800**

**Diocese of Orlando  
Post Office Box 1800  
Orlando, FL 32802-1800**

**ADMINISTRATIVE REFERENCE FORM**

Applicant's Name: \_\_\_\_\_

Applying for a position as: \_\_\_\_\_

To: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**With reference to the Family Education Rights and Privacy Act of 1974:**

I waive my option to view my recommendations.  I claim my option to view my recommendations.

Applicant's Signature: \_\_\_\_\_

The applicant named and whose signature appears above has given your name as a reference. Please classify the applicant in the following traits or qualities to the best of your knowledge.

	Excellent	Good	Below Average	No Opportunity to Observe
Knowledge of Catholic Faith				
Practices of Catholic Faith				
Understanding of Catholic philosophy of education				
Administrative ability or potential				
<b>Interpersonal relationships:</b> a) faculty b) students c) parents				
Cooperation				
Leadership ability				
Personality				
Personal appearance				
Health				

	<b>Excellent</b>	<b>Good</b>	<b>Below Average</b>	<b>No Opportunity to Observe</b>
Emotional stability				
<b>Ability to work with</b> a) faculty/staff b) parents c) Board of Education				
Skill in area of development				
Reliability				
Ability to develop curriculum				

Do you have knowledge of any behavior that shows this applicant is not reliable, honest or of good character?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

How long have you known the applicant and in what official relationship?

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

Overall recommendation for Principal in the Diocese of Orlando:

\_\_\_\_\_ I recommend the applicant without reservation.

\_\_\_\_\_ I have some reservations, but would recommend the applicant.

\_\_\_\_\_ I might have substantial doubts, but think the applicant might be given a chance to prove himself/herself.

\_\_\_\_\_ I feel the applicant is unsuited for Catholic school principalship.

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

**Please return to:**  
**Henry Fortier**  
**Secretary for Education/Superintendent of Catholic Schools**  
**Diocese of Orlando**  
**Post Office Box 1800**  
**Orlando, Florida 32802-1800**