**Title: 4050 RECRUITMENT, SELECTION, AND RETENTION OF**

**PRINCIPALS**

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|  | **4050.1 Recruitment, Selection, and Retention of**  **Principals of Elementary Schools**  Pastor of a single parish school or the Board 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 Priest, Sister, or Brother who can best meet those needs.  The Principal's contract covers a one-year period unless, by mutual agreement of Pastor/Board and Principal and with the approval of the Director of Education, the time is changed. The Principal serves for twelve months a year with the equivalent of 4 weeks (20 days) of summer vacation per year. Each Principal will receive all holidays as approved each year in the school calendar. Calendar is subject to change.    The salary of the lay principal or of a religious under an individual contract will be determined by the Pastor/Board according to the guidelines established by the Diocesan Education Office. 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/Brother’s/Father’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/Board.  The applicant for elementary principal must be:  1. A practical Catholic, whose value system and lifestyle are consistent with Catholic Church teaching and committed to ongoing personal spiritual development. He/she must also be 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 principal ship.  The Diocesan Education Office reserves the right to waive whichever of the qualifications it shall deem individual circumstances warrant. The Diocesan Education Office 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 Diocesan Education Office, may be interviewed at the local level for an elementary principalship position.  **4050.2** **Recruitment, Selection, and Retention of**  **Principals of Secondary Schools**  The Board of Trustees of the local Catholic secondary 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 Board discusses with the community the particular needs of the school to enable the religious superiors to assign a Sister who can best meet those needs.  The Principal's contract covers a one-year period unless, by mutual agreement of Board of Trustees and Principal, and with the approval of the Director of Education of the Diocese of Altoona-Johnstown, the time is changed. The Principal serves for twelve months a year with the equivalent of 4 weeks (20 days) of summer vacation per year.    The salary of the lay principal or of a religious or clergy under an individual contract will be determined by the Board of Trustees according to the guidelines established by the Education Office of the Diocese of Altoona-Johnstown. The salary of a religious under a community agreement with the Diocese will be determined by the twelve-month salary of the current Priest’s/Brother’s/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 Board.  The applicant for secondary principal must be:   1. A practical Catholic, whose value system and lifestyle are consistent with Catholic Church teaching and committed to ongoing personal spiritual development. He/she must also be 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 teaching/administrative experience, preferably in a Catholic school; 4. An educator who is able to present evidence of certification of religious studies comparable to the current requirements of Master Catechist or one who is committed to attaining such certification within the first three years of principalship; 5. The Education Office of the Diocese of Altoona-Johnstown reserves the right to waive whichever of the qualifications it shall deem individual circumstances warrant; 6. The Education Office of the Diocese of Altoona-Johnstown determines the application procedures for interested candidates and the specific procedures to be followed in interviewing and selecting a Principal; |