



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

ADMINISTRATION HIRING OF THE PRINCIPAL– 304

Rationale

The importance of the role of the Principal in a Catholic school necessitates the hiring of candidates with appropriate education and experience as Catholic educators and leaders.

Policy

The Superintendent of Schools is the responsible for the hiring of the principal. The Superintendent shall ensure that candidates considered for the position of school Principal are practising Catholics who possess a proven commitment to Catholic education, outstanding leadership and management skills, excellent teaching abilities, and appropriate academic qualifications.

Procedure

1. With respect to the qualifications of the Principal:

- a. Must be an active and practising Catholic.
- b. A demonstrated commitment to the aims and goals of Catholic education.
- c. The following minimum qualifications are preferred for candidates for the position of Principal:
 - Post-graduate degree educational administration or equivalent
 - At least five years administration experience at a school in a Catholic school system.

2. With respect to the hiring of the Principal:

The appointment is the responsibility of the Superintendent who will:

- a. Initiate advertising for the position in a Catholic and secular press. Post internally for 7 days and post externally after 7 business days.
- b. Appoint a selection committee which will:
 - Prepare a suitable shortlist of candidates for interview
 - Interview the candidates
 - Present the name of the successful candidate to the Board of Directors for approval

3. With respect to the applications for the position of Principal:

Letter of application with resume to be submitted to the Superintendent of Schools.
Resume to include the following:

- a. The applicant's current pastor by way of a Catholic pastoral reference form
- b. Letter from the applicant's current Superintendent (unless applicant is internal)
- c. A letter from a person who can attest to the Professional and personal attributes of the applicant
- d. All applications will be acknowledged in writing.



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- e. All applications shall be screened and researched by the Superintendent. The superintendent may communicate concerns to the Bishop and/or Pastor/Parochial Administrator.

4. With respect to the selection process for the Principal:

- a. The Superintendent will confirm by phone the references of applicants who meet the minimum requirements and develop a short-list for presentation to the Selection Committee
- b. The Selection Committee will include the following:
 - A parish priest (or priest's representative)
 - A representative of Local School Committee
 - The Superintendent of Schools
- c. The Superintendent will short-list applicants for interview.
- d. The Superintendent will contact the candidates and arrange interview times.
- e. The Selection Committee will meet prior to the first interview to review the interview process.

5. With respect to the appointment of the Principal:

- a. After the final interview, the committee will endeavour to reach consensus on the successful candidate. If consensus is not reached the final decision will be made by the superintendent, in consultation with the Bishop.
- b. The Superintendent will contact the successful candidate by phone and make a verbal offer.

6. With respect to the Principal's contract:

- a. The Superintendent will have the appropriate documentation prepared and forward to the successful candidate for signature.

7. With respect to unsuccessful candidates:

- a. Superintendent will notify all interviewed applicants the appointment has been confirmed.

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