

PROFESSIONAL QUALIFICATIONS AND SEARCH PROCEDURES FOR PRINCIPALS

The principal, who must be a practicing Catholic in good standing, should have the necessary professional training and competence in administration, supervision, and teaching.

A Master's degree with at least fourteen semester hours of graduate work in professional education with major emphasis on administration and supervision is required. A principal may be hired without such certification and, under the supervision of the superintendent, allowed limited time to complete state certification requirements.

When a succession plan is not in place, a Search Committee will be formed to help in selection by interviewing candidates and giving advice to the superintendent and, when appropriate, to the pastor. These procedures are followed:

1. The superintendent appoints the Search Committee that is representative of the school community. The superintendent selects the chair of the committee. The superintendent and the pastor, as appropriate, serve as ex-officio members of the Search Committee.
2. The position is advertised in the *Intermountain Catholic* and other media as desired.
3. A time line is set for the process by the superintendent and the chairperson.
4. The committee may meet independently with faculty members, staff, School Board, and pastor(s) as appropriate to discuss the leadership required for the school.
5. After reviewing applications and recommendations, the committee selects the top three or four candidates to interview.
6. Candidates are interviewed and further references are checked. Candidates are prioritized and the list of names is given to the superintendent and in the case of an elementary/middle school, to the pastor, if applicable.
7. A second interview with candidates is held if needed.
8. The superintendent approves the final selection and communicates it to the pastor and/or the bishop.
9. After the candidate selected accepts the appointment, the pastor of an elementary/middle school announces the candidate selected to the faculty and staff, the school community, and then to the larger community. In the case of a high school and a diocesan regional school, the superintendent announces the selection of the principal.
10. In the case of Diocesan Schools, the Superintendent of schools after conferring with the Bishop, may transfer a principal from an existing school to another school without convening a search committee.