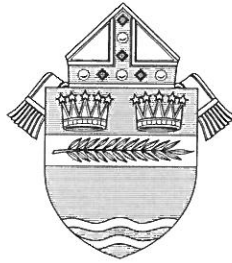


9995 North Military Trail
P.O. Box 109650
Palm Beach Gardens, Florida 33410-9650
Telephone (561) 775-9500



Pastoral Center
Fax (561) 775-9556

Diocese of Palm Beach

Dear Applicant:

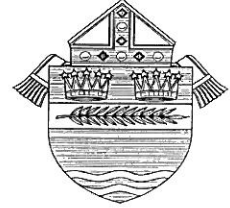
Thank you for inquiring about administrative opportunities in the Catholic schools of the Diocese of Palm Beach. We appreciate your interest. In order to expeditiously process your application, we ask that you follow the procedures listed below:

1. **The application form should be filled out completely and returned to this office by mail or in person.**
2. **Please arrange for the official copy of your college transcripts to be forwarded to this office.**
3. **If you hold or did hold a teaching certificate, please send a copy of the certificate to this office.**
4. **Our office will send personal/professional reference forms to at least three persons of your choice whom you have listed in Section 4 of the application. Please be sure their names, complete addresses and telephone numbers are legible. It is suggested that your present employer be listed among the references. The Office will also send a clergy reference to your pastor or priest of your choice. The Office will contact your pastor and present/former employer by telephone as part of the application process.**

Your application will not be activated until an official copy of your transcripts and references have been received by the Office of Catholic Schools.

When the above stipulations have been met and your application has been found acceptable by the Office of Catholic Schools, your application information and credentials will be made available to any pastor or member of a Search Committee considering you for employment. Applications will be maintained on file for a one-year period.

**OFFICE OF CATHOLIC SCHOOLS
DIOCESE OF PALM BEACH**



ADMINISTRATIVE APPLICATION

SECTION 1. PERSONAL DATA

GENERAL INSTRUCTIONS:

You are requested to fill in all the blanks. For all sections, if added space is needed, please attach additional sheets.

Family Name First Middle Social Security Number

Maiden Name Religious Name if different from above

Full Name of Religious Community and Initials (if applicable) City & State of Provincialate

Home Address: No., Street, City, State, Zip Home Telephone

Work Address: School/Firm, No., Street, City, State, Zip Work Telephone

U.S. Citizen Yes No

Religion Church Attended:

Name and address

Pastor

Position for which you are applying

Do you have a preference as to location within the Diocese Yes No; If yes, specify

SECTION 2. EDUCATIONAL/PROFESSIONAL TRAINING

Note: An official transcript of record from each institution of high education attended must be sent to the Office of Catholic Schools.

Name and Location of School	Dates Attended	Date Graduated	
Elementary			
High School		Diploma or Degree	
College			Nature of Studies
			Major Minor
Graduate School		No. of Credits	Degree Area of Specialization

CERTIFICATION:

State	Type	Subject	Cert. No.	Date Issued	Expiration

RELIGIOUS EDUCATION COURSES:

Area	Institution	No. of Hours	Date

OTHER EDUCATIONAL EXPERIENCE:

Major workshops, seminars, internships, grants, summer programs participated in within the last five years (not normally part of a degree program).

Program/Area	Sponsor/Institution	Date	Cert. Of Completion or Hrs. of Credit

SECTION 3. WORK EXPERIENCE

TEACHING AND ADMINISTRATIVE EXPERIENCE:

List all educational employment below, starting with your most recent position. If additional space is required, use a supplemental sheet.

1. School Name 2. Address, City, State	Dates Employed Month Year	Admin. Position or Subjects and Grades Taught	Specific Reason For Leaving
1.	From		
2.	To		
1.	From		
2.	To		
1.	From		
2.	To		
1.	From		
2.	To		
1.	From		
2.	To		

Phone number of most recent school employer: _____

TOTAL Years of FULL-TIME Teaching experience: Elementary _____ High School _____ College _____

TOTAL Years of FULL-TIME ADMINISTRATIVE experience: Elementary _____ High School _____ College _____

List any administrative-related responsibilities that you have as part of your present assignment or as an extension of it.

EXTRA CURRICULAR INVOLVEMENT: List any formally organized religious education or other programs, for children or adults, in which you assist.

Institution	Activity	Hours per week
-------------	----------	----------------

Institution	Activity	Hours per week
-------------	----------	----------------

Institution	Activity	Hours per week
-------------	----------	----------------

OTHER WORK EXPERIENCE: List all non-educational experience during the past five years, whether or not it has pertinence for a position in education. Include U.S. Military service and type of military discharge and any former employment with an agency of the Diocese. List the most recent first.

1. Employer 2. Address, City, State	Dates Employed Month Year	1. Title & Type of Work 2. Name & Title of Supervisor	Specific Reason For Leaving
1.	From	1.	
2.	To	2.	
1.	From	1.	
2.	To	2.	
1.	From	1.	
2.	To	2.	

Phone number of most recent employer: _____

What academic or professional honors have you received? _____

List membership in professional organizations: _____

SECTION 4. REFERENCES

Give at least three current references, including your present employer and/or principals under whom you have taught, who have first-hand knowledge of your character, personality, scholarship and teaching ability. (Please do not include immediate family members as references.)

REFERENCES:

NAME	ADDRESS	PHONE	POSITION
------	---------	-------	----------

1.			
----	--	--	--

2.			
----	--	--	--

3.			
----	--	--	--

How soon will you be available? _____ How long will you be available? (Final date) _____

If under contract, when are you required to sign next year's contract? _____

Reasons for leaving your present (or most recent) employment. _____

If you have placement papers on file with a placement bureau or college placement office, give its full name and address.

Add by letter any additional information that will give a more complete estimate of your training, experience, character and ability. Copies of testimonials in your possession may be included.

SECTION 5. PERSONAL INFORMATION

1. Have you ever for any reason been suspended, dismissed or asked to resign an educational position? ☐ no ☐ yes
2. Have you ever had a teaching/administrative certificate denied, suspended or revoked? ☐ no ☐ yes
3. Have you ever failed or refused to fulfill an employment contract with any school? ☐ no ☐ yes
4. Have you ever been found guilty of immoral conduct or dismissed from any teaching/administrative position for immoral or unprofessional conduct or for unfitness of service? ☐ no ☐ yes
5. Is there anything that will prevent you from performing the essential functions of the position for which you are applying with or without reasonable accommodation? ☐ no ☐ yes

Explain any "Yes" answers on an attached statement.

Documents submitted with this application become the property of the Office of Catholic Schools and will not be returned.

STATEMENT: The Diocese of Palm Beach is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, sex or national origin.

STATEMENT: I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the Office of Catholic Schools to make any investigation of my background deemed necessary and to share all the information contained herein with any person considering my employment in the Diocesan school system. I understand and agree that the Office of Catholic Schools or the schools of the Diocese of Palm Beach shall have the right at any time after my termination to furnish information to others regarding my employment.

DATE: _____

SIGNATURE: _____

This application will be placed on file for consideration when vacancies occur. It should be complete and accurate in every detail. When your application has been found acceptable by the Office of Catholic Schools, a brief resume of your application information and credentials will be made available to any pastor or member of a Search Committee considering you for employment. You will be contacted directly by this individual should an opening occur in your field of preparation and/or experience.

All four items are required to activate your file:

MAIL TO THE OFFICE OF CATHOLIC SCHOOLS, P. O. BOX 109650, PALM BEACH GARDENS, FL 33410-9650:

1. Application and Personal Comment Sheet
2. Official Copy of all College Credits
3. Three Current References (requested by Office of Catholic Schools)
4. One Current Reference from Pastor (requested by Office of Catholic Schools)

Note: Applications are maintained on file for one year.

02/2012

ADMINISTRATIVE APPLICATION

SECTION 6. PERSONAL COMMENT

Please comment on the following questions in the space provided. Be prepared to expand on your responses during an interview.

1. Why are you interested in an administrative position in a school in the Diocese of Palm Beach?

2. How are you qualified to accept a leadership role in Catholic education?

3. What strengths do you believe you will bring to this position?

4. What challenge will this position offer you?

5. What is your vision of Catholic education and how would you work to achieve this in a Catholic school setting?

Signature

Date

JOB DESCRIPTION

THE PRINCIPAL

The principal is the administrative head of the school and is responsible for the total school program. He/she has administrative as well as supervisory obligations to the entire staff. The areas of curriculum, welfare and attendance, personnel, plan management and school-community relations are his/her major responsibility. However, the greatest challenge is to provide an atmosphere where both teaching and learning will flourish as a result of true charity.

ROLE OF THE SECONDARY SCHOOL PRINCIPAL

- To provide the leadership necessary for a successful Diocesan High School.
- To insure an environment which fosters a Catholic Education Community.
- To report regularly to the Superintendent and account for the operational and administrative concerns of the school.
- To confer regularly with the President and account for the operational and administrative concerns of the school.
- To respect, support and encourage all persons involved in the teaching mission.
- To professionally administer a program of education that is thoroughly Catholic, contemporary and suited to the needs of the students.
- To exercise leadership in the orientation of new teachers and staff members.
- To supervise and evaluate teachers on a regular basis.
- To be available to parents, teachers, students and other staff members.
- To assure that the school is in compliance with SACS standards.
- To support and assist teachers in the daily performance of their duties.
- In consultation with the Superintendent, to plan budget, enrollment, staffing and other administrative projections.
- To work with and be receptive to recommendations of the School Board.
- To insure that all Diocesan policies and guidelines are followed.
- To work collegially with other principals and the Office of Catholic Schools in supporting the over-all needs of Catholic Education.
- To be accountable to the Superintendent of Schools for the quality of the program.
- To support Diocesan educational policies.
- To develop, with the faculty, a curriculum appropriate to the students' needs in accordance with the directives issued by Diocesan and state authorities.

The Secondary Principal shall be responsible for the selection of all courses to be offered by the High School, the content thereof, the hiring and dismissal of lay teachers, secretaries, coaches, and other lay personnel, and for formulation of the athletic policy of the High School.

The Principal shall be responsible for the regular operation of the High School, including

JOB DESCRIPTION

THE PRINCIPAL

The principal is the administrative head of the school and is responsible for the total school program. He/she has administrative as well as supervisory obligations to the entire staff. The areas of curriculum, welfare and attendance, personnel, plan management and school-community relations are his/her major responsibility. However, the greatest challenge is to provide an atmosphere where both teaching and learning will flourish as a result of true charity.

ROLE OF THE ELEMENTARY SCHOOL PRINCIPAL

- To set the atmosphere in which the faith dimension of the school can flourish.
- To provide the leadership necessary for a successful parish school.
- To insure an environment which fosters a Catholic Educational Community.
- To professionally administer a program of education that is thoroughly Catholic, contemporary and suited to the needs of students.
- To exercise leadership in the orientation of new teachers and staff members.
- To support and assist teachers in the daily performance of their duties.
- To confer regularly with the Pastor, to plan budget, enrollment, staffing and other administrative projections.
- To assure that the school is in compliance with FCC standards.
- To work with and be receptive to recommendations of the School Board.
- To insure that all Diocesan policies and guidelines are followed.
- To work collegially with other principals and the Office of Catholic Schools in supporting the over-all needs of Catholic Education.
- To be accountable to the Pastor and Office of Catholic Schools for the quality of the program.
- To develop, with the faculty, a curriculum appropriate to the students' needs in accordance with the directive issued by Diocesan and state authorities.
- To support Diocesan educational policies.

REQUIREMENTS FOR ADMINISTRATORS IN THE DIOCESE OF PALM BEACH

1. An administrator must hold at least a Bachelor Degree from an accredited college or university.
2. An administrator must have a current and valid Florida state certificate or the equivalent acceptable to the Southern Association of Colleges and Schools, and/or the Florida Catholic Conference Accreditation Committee. If an administrator does not have such a certificate, he/she must be certifiable and, upon employment, make application for certification through the Office of Catholic Schools.

ELEMENTARY SCHOOL PRINCIPALS

1. A principal in an elementary school must be a professed and practicing Catholic with a knowledge and understanding of the unique purposes of the Catholic school and its place in the educational mission of the Church.
2. A principal should have at least 3-5 years teaching experience (preferably some of which has been in Catholic education) and prior administrative experience or an internship in administration.
3. A principal "must have or be working toward a Master Degree." (FCC Accreditation)
4. A principal "shall have or be working toward:
 - a) a Florida state administrator's certificate; or
 - b) have a current valid administrator's certificate from another state; or
 - c) have earned or be working toward a minimum of 18 semester hours in administration/supervision." (FCC Accreditation)

SECONDARY SCHOOL PRINCIPALS

1. A principal in a secondary school must be a professed and practicing Catholic with a knowledge and understanding of the unique purposes of the Catholic school and its place in the educational mission of the Church.
2. A principal should have at least 3-5 years teaching experience (preferably some of which has been in Catholic education) and prior administrative experience or an internship in administration.
3. A principal "shall have earned a graduate degree from an institution approved by a regional accrediting agency." (SACS Accreditation)
4. A principal "shall have earned at least 15 semester hours of graduate credit administration in and/or supervision as part of the graduate degree or in addition thereto." A beginning principal "shall have two years to complete the 15 semester hours of credit." (SACS Accreditation)
5. A beginning principal "shall have two years of professional experience in education below the college level." (SACS Accreditation)