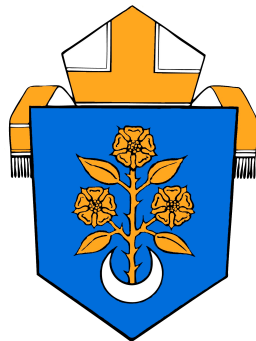
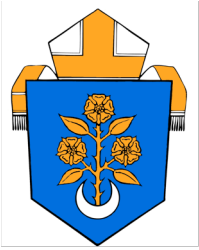


**Archdiocese of Mobile**  
Office of Catholic Schools

**PRINCIPAL  
APPLICATION  
PACKET**





## **Department of Catholic Education**

**Archdiocese of Mobile**

352 Government Street Mobile, Alabama 36602 251.438.4611 FAX 251.438.4612

Dear Applicant,

Thank you for your interest in the position of principal in our Archdiocese.

The following documents are enclosed:

- Principal job description
- Application for Administrator
- Child Protection Screening form
- Signed Life Style Statement form
- Verification of Administrative Experience form
- Verification of Teaching Experience form
- Professional Reference form

To complete the application process the following must be on file with the Department of Catholic Education:

From applicant:

- Cover letter
- Resume
- Application for Administrator
- Child Protection Screening Form
- A letter of reference from your pastor

Please have the following forwarded:

- University/College transcripts
- Verification of Administrative Experience form
- Verification of Teaching Experience form
- Three Professional Reference forms

Submit all documents to: Department of Catholic Education  
Archdiocese of Mobile  
352 Government Street  
Mobile, AL 36602  
Attention: Search Committee

Or: Email: [kabreo@mobarch.org](mailto:kabreo@mobarch.org)  
Fax: 251.438.4611

When all the required forms are received, your name will be placed on the active list of applicants. IF you have any questions please call 251.438.4611.

## **The Catholic School Principal – Job Description**

The Catholic School Principal is the chief administrator and facilitator of the Catholic School. Under the direction of the Pastor or School President, the Catholic School Principal is responsible for supporting the Archdiocese of Mobile in its mission to accept the challenge to participate in Jesus' teaching mission by offering opportunities for active faith life, providing quality educational programs, promoting the growth and development of the whole person, accepting diversity of all people, while sharing the learning experience with parents as active partners.

Catholic School Principals will:

- Recognize and support the unique Catholic mission of the Archdiocese of Mobile by speaking, acting, and instructing consistently with the teachings of the Catholic Church; a Catholic school principal will not espouse any doctrine inconsistent with the teachings of the Catholic Church.
- Foster intellectual and spiritual development of staff and students by teaching and acting in accordance with the mission, philosophy, objectives and policies of this Catholic school.
- Strive to model the teachings of Jesus in attitude and example.
- Plan and participate in faculty meetings, parent conferences, school programs, assemblies, liturgies, religious activities as indicated on the school calendar.
- Be trained in the Archdiocesan Child Protection Program and renew annually.
- Adhere to directives and policies of the Archdiocese and the Department of Catholic Education.
- Follow all policies stated in the local faculty and student handbooks.
- Recruit and hire qualified, dedicated teachers and staff; once hired, supervise and evaluate regularly.
- Monitor academic plans that follow the prescribed curriculum that includes appropriate activities to ensure that academic progress is occurring.
- Evaluate student and program growth by following Department of Catholic Education's student assessment programs and practices.
- Provide staff development opportunities to support faculty in fostering academic growth.
- Maintain and participate in the SACS district accreditation process.
- Maintain an accurate record keeping system for financial, student and employee records.
- Stay current with educational research, and participate in professional development.
- Maintain a clean environment and oversee buildings and grounds.
- Establish consistent rules and routines, and discipline program in order to provide a safe learning environment for the school community.
- Meet established safety standards by scheduling regular fire, lockdown and weather drills.
- Maintain optimal relations in a professional and collegial manner with all students, faculty, staff, parents, the superintendent, pastor and school community.
- Dress in accordance with professional standards.
- Prepare the annual school budget with the Pastor or School President and the School Advisory Committee.
- Report regularly to the Pastor or School President and School Advisory Committee regarding progress of the school.
- Serves the School Advisory Committee as the executive secretary, by submitting agendas, and attending scheduled meetings.
- Direct student recruitment efforts, participate in long range planning, and support development/marketing plans.
- Accept additional duties as assigned by the Pastor or School President.
- Complete all assigned duties and obligations before closing the school year.



# Archdiocese of Mobile Application for Employment

Parish/School/Entity \_\_\_\_\_ City \_\_\_\_\_

This form must be attached to the Archdiocesan Screening Form to complete Employment Application. This application will remain available for a period of one year after it is submitted. Any applicant who wishes to be considered for a position after that time period should submit another application.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Other Phone (\_\_\_\_\_) \_\_\_\_\_

Are you a United States citizen or alien legally authorized to work in the United States? Yes  No

Emergency Contact Person \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

### EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you under contract now? Yes  No  Full Time  Part Time

Have you previously been employed by Archdiocese of Mobile? Yes  No

If yes, what position? \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Have you applied to this diocese before? Yes  No  Where? \_\_\_\_\_ When? \_\_\_\_\_

Who referred you to this location? \_\_\_\_\_

### EDUCATION

School Level	Name and Location of School	No. of yrs. attended?	Did you graduate?	Subjects studied	Degree Received
Grammar School					
High School					
College					
Postgraduate School					
Trade, Business or Correspondence School					
Other Training					

Do you hold teaching certification or professional certification? Yes  No

Teacher certification, rank and specialty or other endorsements \_\_\_\_\_

Other certification(s): List certificate, date of certification and certifying agency

\_\_\_\_\_

List any skills, talents, education, training or experience, other than that listed above, which qualifies you for the position you are seeking: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List three personal references you have known three years or more (not former employers).

1. Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (H) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (W) \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (H) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (W) \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (H) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (W) \_\_\_\_\_

### GENERAL

Subjects of special study or research work

\_\_\_\_\_

\_\_\_\_\_

Special training

\_\_\_\_\_

Special skills

\_\_\_\_\_

\_\_\_\_\_









**IMPORTANT: PLEASE READ EACH QUESTION BEFORE ANSWERING**

Because the Archdiocese of Mobile cares for our children, youth and adults and desires to protect them, we ask you to please answer the following questions. We understand these questions are personal, and we will take all reasonable precautions to protect your privacy.

\*Name \_\_\_\_\_ DATE \_\_\_\_\_

\*Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

\*Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

**\* Information needed to conduct required background check.**

1. Has a civil or criminal complaint ever been filed against you alleging sexual misconduct or child abuse by you or your participation in or facilitation of such activities (including internal complaints given to management or supervisors at places of employment)? Yes  No

If yes, explain in full (attach a separate sheet of paper if necessary). Please provide the date, nature and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify, by name and title, the person(s) who investigated the complaint.

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2. Have you ever chosen not to renew or continue any employment or volunteer services, had your employment or volunteer services terminated or been subject to disciplinary action, **for reasons relating to allegations of sexual misconduct or child abuse by you?** Yes  No

If yes, please explain (attach a separate sheet of paper if necessary). Please include in your explanation the date, nature and place of the occurrence(s), allegation(s) and the disposition of the matter(s). Also, identify your employer and supervisor at the time by name, address and telephone number.

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3. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation? Yes  No

If yes, please explain (attach a separate sheet of paper if necessary). Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

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4. Are you presently abusing alcohol or using any illegal drugs? Yes  No

## Applicant/Volunteer Release Statement

### **IMPORTANT: THE FOLLOWING STATEMENT MUST BE READ AND SIGNED**

- The information provided in this Application is true correct and complete. If employed or accepted as a volunteer, any misstatement or omission of fact on this Application may result in my dismissal.
- I grant permission to the Archdiocese of Mobile to conduct a pre-employment or pre-volunteer screening of my background and references and release the Archdiocese of Mobile and the Archdiocesan schools, parishes, organizations, agencies, ministries, and other entities if applicable, from any and all resultant liability. This screening may include, but is not limited to, background investigations, criminal history checks, consumer reports, investigative consumer reports and other reports, which may bear upon an applicant or volunteer's fitness for a position. I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report prepared on me upon my written request to the entity preparing the report, when the request is made within a reasonable time after the date thereof.
- I grant permission to the Archdiocese of Mobile to release this Application and attendant documents to the appropriate department, agency, search/committee and prospective supervisor within the Archdiocese of Mobile. I understand my signature absolves and releases the Archdiocese of Mobile from any and all liability for any and all legal action involving relinquishment of the information to others.
- I hereby release any reference contact, whether identified or not in this Application, and waive any and all claims and liability for damages of whatever kind or nature which may at any time result to me, my heirs/family, on account of compliance with this authorization, excepting only the communication of knowingly false information.
- I will abide by the policies and procedures of the Archdiocese of Mobile.
- If employed, I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.
- I will be required to furnish proof of identity and eligibility to work in the U. S. once a conditional job offer has been made.
- I am aware that background checks may be updated periodically.
- Upon termination, I authorize the release of reference information by the Archdiocese of Mobile.
- I intend this to be legally binding Release, which I have read and understand. I understand that I may consult with an attorney before signing this document. A facsimile or photocopy of this authorization shall be as valid as the original.
- I HAVE CAREFULLY READ THIS RELEASE AND KNOW THE CONTENTS. I SIGN THIS RELEASE AS MY OWN FREE ACT.

Name \_\_\_\_\_ (Printed)

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

Applicant's Signature

## **Lifestyle Expectations Based Upon Catholic Beliefs**

It is our faith that life is a gift from God which we are called to respect from conception to natural death. We believe that God creates people in his own image as male and female. He has instituted marriage as a life long covenant relationship between one man and one woman and calls husbands and wives to exclusive sexual fidelity. We believe that sexual relations outside of marriage are inconsistent with God's call to holiness in our lives. We believe that anything that separates the conjugal act from procreation (for example, in vitro fertilization) is inconsistent with the dignity of human sexuality. We further believe that pornographic material undermines the dignity and image of God in individuals and promotes sexual conduct contrary to our Catholic beliefs.

We require all who serve in the Archdiocese of Mobile to live in accord with our beliefs regarding human life, sexuality and marriage. Some may not affirm their agreement with our beliefs regarding human life, sexuality and marriage, and they are not required to affirm our beliefs if contrary to their own conscience, but all who serve in the Archdiocese of Mobile are required to live in accord with our beliefs regarding human life, sexuality and marriage and to do nothing to undermine, subvert or contradict our beliefs.

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*(applicant's signature)*

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*(date)*

**VERIFICATION OF ADMINISTRATIVE EXPERIENCE**

This is to certify that \_\_\_\_\_ was employed as a regular full-time Administrator at \_\_\_\_\_ School, as indicated below.

Name of School \_\_\_\_\_

School Address \_\_\_\_\_

Telephone Number of School \_\_\_\_\_

Type of School: Include only full-time administration for which salary was paid. Use separate lines for each school term.

From: Month/Year	To: Month/Year	Full Semester(s)		Type of School PK-8 / K-6 / 9-12
		Yes	No	

Name(s) of Superintendent(s) during the period indicated above:  
\_\_\_\_\_

Kind of administration certificate applicant held during period of employment:  
\_\_\_\_\_

Was the school accredited during applicant's employment?      Yes      No

Remarks:

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

\_\_\_\_\_  
Signature of Superintendent or Administrator

(This form when completed is to be filed with the applicant's cumulative personnel record.)

### VERIFICATION OF TEACHING EXPERIENCE

This is to certify that \_\_\_\_\_ was employed as a regular full-time teacher at \_\_\_\_\_ School, as indicated below.

Name of School \_\_\_\_\_

School Address \_\_\_\_\_

(Street Address) (City) (State) (Zip Code)

Telephone Number of School \_\_\_\_\_

Subjects or Grade Taught: Include only full-time teaching for which salary was paid. Use separate lines for each school term

From: Month/Year	To: Month/Year	Full Semester(s)		Subject/Grade Taught
		Yes	No	

Name(s) of Administrator(s) during the period indicated above:  
\_\_\_\_\_

Kind of teaching certificate applicant held during period of employment:  
\_\_\_\_\_

Was the school accredited during applicant's employment? Yes No

Remarks:

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

Signature of Superintendent or Administrator

**DEPARTMENT OF EDUCATION**  
**Archdiocese of Mobile**

**Confidential Principal Professional Reference Form**

I have submitted an application for a Principal position with the Office of Catholic Schools in the Archdiocese of Mobile. Since I cannot be considered for employment until my references are on file, I would appreciate it very much if you will check the items listed below and mail this form at your earliest convenience directly to Gwen Byrd, Superintendent of Schools, Archdiocese of Mobile, 352 Government St., Mobile, AL, 36602. Thank you for your assistance in this matter.

Applicant \_\_\_\_\_  
(Name of Applicant – Please Print)

Date \_\_\_\_\_

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**REFERENCE:** *Please rank the above individual based on the following scale.*

1 = Superior            2 = Good            3 = Average            4 = Inconsistent            5 = Poor  
6 = No Knowledge of this aspect of the applicant            7 = Do not wish to comment on this aspect

- \_\_\_\_\_ Attitude toward teachers: Recognizes and copes with their needs.
- \_\_\_\_\_ Adaptability: Skill in adapting
- \_\_\_\_\_ Competency in the academic field
- \_\_\_\_\_ Planning and preparation
- \_\_\_\_\_ Initiative: Has the quality of seeing what needs to be done and is judicious in doing it
- \_\_\_\_\_ Effective use of methods and techniques
- \_\_\_\_\_ Organizational skills
- \_\_\_\_\_ Professionally current
- \_\_\_\_\_ Professional in attitude, professional relationships and ethics
- \_\_\_\_\_ Reliability: Is consistent, dependable, and accurate in carrying responsibility to a successful conclusion.
- \_\_\_\_\_ Personal Appearance: Appropriate professional attire and grooming
- \_\_\_\_\_ Poise
- \_\_\_\_\_ Personality: Shows the qualities that make administration effective, e.g. enthusiasm and appealing manner.
- \_\_\_\_\_ Speech and voice qualities
- \_\_\_\_\_ Health
- \_\_\_\_\_ Loyalty to the school

*(Confidential Professional Reference Form continued)*

This evaluation covers the period from \_\_\_\_\_ to \_\_\_\_\_.

Total number of school years \_\_\_\_\_

How long have you personally known the applicant?

Would you recommend employment of the above-named applicant in a Principal position?  
Yes                      No                      (Please circle one)

If not, please state why: \_\_\_\_\_

\_\_\_\_\_

The information given above is based on (Please check all items that apply):

\_\_\_\_\_ Personal acquaintance with the applicant

\_\_\_\_\_ Worked under my supervision.

\_\_\_\_\_ Student teacher under my supervision

\_\_\_\_\_ Student in my class

\_\_\_\_\_ Applicant was a co-worker.

\_\_\_\_\_ Other (Please specify): \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature of the Reference

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date