

**DIOCESE OF DAVENPORT  
BOARD OF EDUCATION**

**SERIES 300: ADMINISTRATION**

**FORM 303.1A**

**PRINCIPAL CONTRACT**

This agreement is entered into between \_\_\_\_\_  
(hereafter designated as the employer) and \_\_\_\_\_  
(hereafter designated as the employee).

**IT IS HEREBY AGREED AS FOLLOWS:**

- 1. RESPONSIBILITY.** The employee represents that the employee is qualified to fulfill the professional services required in this contract, and that a copy of certificates, qualifications, transcripts, or other required documents are on file in employer's administrative offices.
- 2. TERM.** The term of this contract shall begin on \_\_\_\_\_ and terminate on \_\_\_\_\_ and includes \_\_\_\_\_ days of service. Specifically, the agreement is for services rendered from \_\_\_\_\_ to \_\_\_\_\_ with payments from \_\_\_\_\_ to \_\_\_\_\_.
- 3. DUTIES.** The employee promises to support and model the Catholic mission and philosophy of the school, the policies and regulations of said employer and the Diocesan Board of Education, and will faithfully perform the duties of \_\_\_\_\_ as stated in the job description. Employee will observe the policies, regulations and directives of the Diocese, the local board of education, the State Department of Education, and abide by the policies and procedures specified in the Diocesan and local school/parish handbooks.
- 4. COMPENSATION** The employer shall pay the employee a salary of \$ \_\_\_\_\_ a year, payable in \_\_\_\_\_ equal (semi-monthly, monthly) installments, less the deductions which are either required by law or authorized under the terms of this contract. Compensation for less than a full year of service will be based on the percentage of days served less any allowed deductions. Unauthorized or leave exceeding that allowed by contract and benefits attachment shall be without pay and may affect job performance reviews.
- 5. BENEFITS.** The following benefits shall be provided by the employer: (If using an attachment note that here (e.g. See Attachment A).

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- 6. DISCHARGE FOR CAUSE.** The employer shall have the right to discharge, or temporarily suspend the employee during the term of this contract, for just cause as defined and provided for in the Diocesan Educators' Handbook and Local Handbook or policies of the employer. In the absence of such definition, "just cause" shall mean violations of the terms and conditions of this employment contract (which would include Diocesan and Local Handbooks and policies), or performance, conduct or behavior on the part of the employee which, in the opinion of the employer, adversely affects the desirability of continued employment in a Catholic School. The employee shall be entitled to earn salary to the termination date on a per diem basis.
- 7. BREACH OF CONTRACT.** If the principal terminates this agreement prior to the expiration date, the teacher may be required to pay an amount not to exceed \_\_\_\_\_ for associated costs. The principal recognizes the disruptive effect of this breach and will make every effort to continue administrative duties until a suitable replacement is obtained.
- 8. AGREEMENT.** This contract is the entire agreement between the employer and the employee and extends for only this term. Issues and timelines related to future contracts are governed by the *Handbook for Diocesan Catholic Schools*. This contract supersedes all prior written or oral agreements; there are no agreements outside of the contract other than those as specifically set forth herein; and this contract may not be amended, changed, modified or altered without the written consent of both the employer and the employee.

This contract must be signed and returned by \_\_\_\_\_.

**IN WITNESS WHEREOF**, the parties hereto have affixed their signatures on the date set forth opposite their signatures.

\_\_\_\_\_  
Official Title of Corporation (Parish/School Institution)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Pastor or Canonical Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Local Board of Education President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Principal

\_\_\_\_\_  
Date

Policy Adopted: March 15, 1989

Policy Revised: June 5, 2002

Policy Reviewed: May 17, 2010

Policy Revised: December 2015

Policy Reviewed: October 2019

Policy Promulgated: October 17, 2019