

Policy Section: PERSONNEL	Policy Number: 204 Previous Policy Number: DPM 082-1	
Hiring of a Principal or President	Issue Date: 8/1/2002	Amended Date: 5/9/2016
<p>The search and selection process is initiated when there is a school president or principal vacancy. In parochial schools, the pastor informs the Superintendent of Catholic Schools. Applicants must have a Letter of Approval from the Superintendent of Catholic Schools who is responsible for verifying their eligibility.</p> <p>The pastor, along with the superintendent then appoints and collaborates with the Search Committee in screening and interviewing eligible applicants. The Search Committee will be comprised of, at a minimum, the Secretariat for Education and Formation, the superintendent, the pastor and a representation of the faculty/staff, parish and parents.</p> <p>The pastor hires the principal after the Bishop has approved the recommended candidate.</p> <p>In interparochial or high schools that are not part of a parish, the Superintendent of Catholic Schools consults with the local school advisory council in appointing a Search Committee. The superintendent serves as the Bishop's designee in facilitating the process and presents the name of the most highly recommended candidate to the Bishop for final approval.</p> <p>In schools where there is a president, the president, in collaboration with the superintendent, is responsible for appointing and collaborating with a search committee and submitting a recommended candidate to the Bishop for approval.</p>		