



**Diocese of Alexandria
Catholic Schools Office**

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Alexandria, Louisiana 71303

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Applying for a Principal Position in a Catholic School in the Diocese of Alexandria

To be considered for a principal position with the Catholic School in the Diocese, a person may apply either through the Catholic School Office or, **for an advertised position**, directly to the school, parish or search committee advertising the position. All applications are online.

The following documents are required to be considered for employment:

- Principal application (download form from CSO website)
- Resume
- Signed *Employee Witness Statement* (download from CSO website)
- *Certificate of Parish Registration* for Roman Catholic applicants (download from CSO website)
- For religious applicants, a letter of concurrence from the superior of order or congregation
- Official transcripts
- Two professional references (download form from CSO website)
- Three brief written statements: Philosophy of Education, Interest in Catholic School Employment and Commentary on Bishops' Pastoral Letter on Education (See Principal Application for description and directions)

In order for an applicant to be considered for positions as they become available at unspecified schools, he or she must have a completed personnel file on record at the Catholic Schools Office. A completed file includes all of the above documents.

Applicants applying directly for advertised positions are **not** required to have a personnel file in the Catholic Schools Office. The above documents should be sent to the school, parish or search committee advertising the position.

Process for Applying through the Catholic Schools Office

The applicant downloads the above documents from the Catholic Schools Office website.

The applicant sends his or her resume, a completed application including three written statements, and signed Employee Witness Statement to the Catholic Schools Office. The applicant includes unofficial transcripts in the packet sent to the Catholic Schools Office. The applicant forwards the professional reference forms to his or her referees. For Roman Catholic applicants, the *Certificate of Parish Registration* must be taken to the applicant's parish to be completed by his or her pastor and are then mailed by the parish office to the Catholic Schools Office. *It is the applicant's responsibility to verify that the*

transcripts, recommendation forms and the Certificate of Parish Registration have been sent by the person requested to do so.

When all required forms are received by the Catholic Schools Office, the applicant will be notified that his or her file is complete. The Catholic Schools Office adds the applicant to a computer file database of all candidates for principal positions. The database is referenced by the applicant's name and personal contact information, college degrees, certifications, grade level experience and preferred location of employment.

A school, parish or search committee interested in a particular applicant in the database will contact the applicant directly and arrange for an interview.

If a school, parish or search committee hires an applicant, the Catholic Schools Office is notified, and the applicant's name is removed from the list of available candidates. If the applicant is not hired, his or her name continues on the list of available applicants.

Employment applications will remain on file at the Catholic Schools Office for two years.

Periodically, the applicant may be asked to update his or her file regarding the status of employment.

Completing the application process is not a guarantee to anyone that he or she will be interviewed for a principal position or will obtain a principal position in a Catholic school.

NB: Any decision to hire an applicant depends on the successful completion of a background check.