



**Diocese of Alexandria  
Catholic Schools Office**

4400 Coliseum Blvd.

Alexandria, Louisiana 71303

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**Principal Requirements and Qualifications**

Candidates for the position of principal (elementary or secondary) must meet all of the following qualifications and requirements prior to hiring.

- A practicing Roman Catholic in good standing with the Church and evidence of living a life in conformity with the Faith.
- A Master's degree, preferably in education administration.
- A minimum of five years of teaching experience or administration, preferably in a Catholic school. Such experience should be sufficiently broad to provide an understanding of the PreK-8, 7-12 or 9-12 structure and the responsibilities necessary to serve as an educational leader in an elementary or secondary school.
- An explicit commitment to developing a Christian spirit and a Catholic community of faith within a school.
- An ability to articulate a Catholic philosophy of education.
- Demonstrated leadership and administrative ability as proven by performance in educational assignments. The candidate must evidence an ability to inspire and motivate, to direct and manage personnel, and to collaborate at all levels with the school's stakeholders--teachers, children, parents, clergy and local school community leaders.
- Evidence of outstanding verbal and written communication skills.
- Completion of the application search process (documentation and interview) and approval by the Parish Pastor of the School.