

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

ADMINISTRATION

School President/Executive Director

President/Executive Director Search and Interview Process

It is the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop that the following procedures will be adhered to when selecting a School President or Executive Director.

1. Establish an interview committee that must include the Diocesan Superintendent of Schools and Bishop or his designee.
2. The Catholic Schools Office will post the position on Teach Iowa and in other locations as deemed necessary.
3. The Diocesan Superintendent will perform necessary reference checks and licensure checks as applicable. (If President/Executive Director will be evaluating administrators, they must have a valid Iowa Evaluator Approval endorsement.)
4. If the Bishop was not able to participate in interviews, he may choose to meet with the recommended candidate prior to giving approval.

Policy Adopted: May 19, 2008

Policy Reviewed: May 21, 2018

Policy Revised: July 30, 2021