

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

ADMINISTRATION

Administrator (Principal, Assistant Principal)

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that each elementary and secondary school complies with the State of Iowa law and accreditation standards regarding the employment of a certified, licensed principal. (281-IAC 12.4 (7))

Decisions affecting the employment of the school principal, after completion of the hiring practices and procedures established by the Catholic Schools Office, must be determined by the pastor(s)/canonical administrator and the president of the school, if the school has a president.

The principal shall be available to devote the entire school day to the duties of the principal. If the principal is unable to fulfill the contract and expectations the pastor and principal will meet with the Superintendent. Permission must be granted from the Diocesan Superintendent of Schools to move forward with an altered contract or agreement for work.

Policy Adopted: April 20, 1970

Policy Revised: May 21, 2018
July 30, 2021

**Administrator (Principal): Principal/Assistant Principal Recruitment, Interview, and Selection
Regulation 303.1**

The following procedures for recruiting, interviewing, and selecting an administrator (principal or assistant principal) are to be followed in all Catholic schools in the Diocese of Des Moines.

1. Each pastor or principal will notify the Diocesan Superintendent of Schools as soon as it is known that a new principal or assistant principal will be needed for the following school year.
2. The Diocesan Superintendent or designee will work with the pastor throughout the process of selecting a principal or assistant principal.
 - A. The Superintendent will post the position and review applicants with the pastor.
 - B. The Superintendent will set up interviews.
 - C. The Pastor will convene the interview team.

3. The Superintendent or designee will share recommendations for the new administrator with the Bishop for his approval. The Bishop may choose to meet with the candidate prior to approval.

Regulation Adopted: April 12, 1976
Regulation Revised: March 25, 2013
Regulation Reviewed: May 21, 2018
Regulation Revised: July 30, 2021