

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

ADMINISTRATION

Principal - Recruitment, Interview and Selection

Procedures for recruiting, interviewing, and selecting a principal.

Each local board of education/school board will notify the Diocesan Superintendent of Schools as soon as it is known that a new principal will be needed for the following school year. The Diocesan Superintendent or designee will work with the board throughout the process of selecting a principal. (Ordinarily a vacancy should be known by February.)

The Schools Office will provide an Administrator Search Process Manual to the board.

The process includes:

- a. Local boards should review the principal's job description to assure that expectations are reflected in the description so that it can be distributed to applicants.
- b. A committee will be established to recruit and interview selected applicants

Committee responsibilities are:

- a. Decide where, what and how to advertise the position.
- b. Respond to those interested by sending a job description and application form.
- c. Request transcript of credits, file and references from each applicant.
- d. Study materials received and conduct personal interviews with selected applicants.
- e. Contact named references
- f. Recommend one or two candidates to the board of education/school board.

The local board should strive for consensus in choosing the principal.

A majority vote of the board prior to making a recommendation to the pastor/canonical administrator.

Regulation Adopted: April 12, 1976

Regulation Revised: March 25, 2013

Regulation Reviewed: May 21, 2018