

QUALIFICATIONS OF THE ELEMENTARY PRINCIPAL

RELIGIOUS QUALIFICATIONS

As leader and facilitator of the faith community of the school, the principal shall:

- Be a practicing Catholic who has knowledge and understanding of the Catholic faith.
- Be deeply committed to the development of the faith life of teachers and students.
- Understand and be dedicated to the ministry of Catholic education.
- Be familiar with Church documents, particularly those pertaining to areas related to Catholic education.
- Recognize and value the unique role of the Catholic elementary school within the parish community.

PROFESSIONAL QUALIFICATIONS

Principals are expected to achieve Level II preparation in three (3) to five (5) years.

LEVEL I

- Bachelor's Degree in an academic subject.
- California Teaching Credential (Clear) or one from a state with an interstate agreement.
- Five years of teaching experience, including a minimum of two (2) years in a Catholic elementary school.
- Completion of the survey course, sponsored by the Archdiocese of Los Angeles, on the roles and responsibilities of the Catholic school principal.
- Participation in the Principal Internship Program.
- Participation in the Catechetical Ministry Ongoing Formation Program.
- Annual participation in the Department of Catholic School's ongoing education program for principals.

LEVEL II

- Meet requirements above.
- Master's Degree in Catholic School Administration, or Master's Degree in School Administration, and courses in the following subjects: Catholic educational philosophy, private school finance and law, foundations of Catholic school education, and the principal as spiritual leader.
- Basic Catechist Formation Certification.
- Annual participation in the Department of Catholic School's ongoing education program for principals.

LANGUAGE REQUIREMENTS

The ability of a principal to speak a language other than English is ordinarily considered an advantage; however, principals are expected to speak and write English correctly, clearly, and fluently.

CHARACTER QUALIFICATIONS

It is understood that the primary mission of the school is to develop and promote a Catholic elementary school faith community based on the documents, *To Teach As Jesus Did* and *The Catholic School*, and that all duties and responsibilities of the principal shall be performed with this primary purpose in mind.

The principal, in recognition of his/her unique commission, shall exhibit professional standards of ethical behavior in attendance, punctuality, grooming, language, academic preparation, and in his/her relationship to students, parents, faculty, and staff, as both an adult example and member of a Faith community.

By his/her witness, leadership, and behavior, the principal imparts a distinctive character to a Catholic school. The principal shares in the teaching ministry of the Catholic Church by modeling Christian values and living an exemplary life.

The principal is called to be a role model and a witness to the Gospel of Christ and, therefore, the principal shall adhere to proper conventions and Christian morals. The principal shall maintain by words and actions a position that is in conformity with the teaching, standards, doctrines, laws, and norms of the Roman Catholic Church as interpreted by the Archdiocese of Los Angeles.

PHYSICAL QUALIFICATIONS

Principals are expected to enjoy good health adequate to the demands of the job description for the elementary school principal.

NON-DISCRIMINATION POLICY

The Catholic School does not discriminate against any applicant for employment on the basis of sex, age, handicap, veteran status, race, color, or national and/or ethnic origin.

CRIMINAL RECORD SUMMARY

Prior to employment any person (any teaching or non-teaching, religious or lay person) hired in a private/Catholic school will be required to provide to the school a Criminal Record Summary from the California Department of Justice.

TUBERCULOSIS EXAMINATION REQUIREMENTS

Prior to employment, the individual must present a certificate showing that he/she has been examined within the last sixty (60) days and found to be free of communicable tuberculosis. The initial examination must consist of a Mantoux skin test (not a chest X-ray) unless the employee can document, in writing, a history of previous positive skin tests.

All persons with a negative skin test history who convert to a positive skin test or those who have a history of positive skin tests must provide a certificate from a health provider stating that they are free from communicable disease. The health provider may or may not choose to use a diagnostic chest X-ray.

FORM I-9: EMPLOYMENT ELIGIBILITY VERIFICATION

To comply with the Immigration Reform and Control Act of 1986, schools must require all employees to complete *Form I-9, The Employment Eligibility Verification Form*, as a condition of hiring.