Archdiocese of Seattle
CATHOLIC SCHOOLS

TO: Elementary Principals

FROM: Kristin Dixon, Superintendent

DATE: February 2021

RE: **Principal Staffing for the coming academic year**

Every year at this time, we begin the principal staffing process for the next school year. Already, I know schools that will be in the search process for a principal for the next school year. I have heard from a few of you who are considering or have decided upon a move for next year.

At this time, I am also receiving applications to our pool of principal candidates. I will be conducting interviews with the candidates beginning this month. Again, I ask you to encourage qualified candidates to apply. I am working with search committees who are eager to begin their interviews.

I need to know as early as possible what your plans are for next year so I can know who and how many principals will be needed for the coming school year. Please complete the attached form and return it to our office as soon as possible. The information you provide on this form will help in our planning and **will be held in strictest confidence**. If you have any questions or would like to discuss this matter or your plans, please feel free to contact me at 206 382-4861 or 800 473-5651.

Required Forms Available: www.mycatholicschool.org

- Elementary Principal Intent Packet
- Elementary Principal Covenant (P)

Also Available Online:

- Elementary Pastor Intent Packet

ARCHDIOCESE OF SEATTLE
710 Ninth Avenue • Seattle, Washington 98104-2017
Tel. 206-382-4861
www.mycatholicschool.org

Memorandum

To: Kristin Dixon, Superintendent

From: _____ **[Please print your name]**

Date: _____ **[Please print the Date]**

Re: Principal Intent Form

Principal Intent Form

"Principal covenants are for one year. Whenever a covenant will not be renewed by either the principal or the pastor/parochial minister for the following school year, notice will be given in writing to the other party prior to ***March 15th*** *and be preceded by an evaluation that was conducted by March 1st. It is assumed that employment will continue for the next year unless notice of termination is received by either party by* ***March 15th*** *of each year."*

Archdiocese of Seattle Catholic School Policy and Procedure Manual

This is confidential information.

Principal: _____
[Please print name]

School: _____ **City:** _____

Please check appropriate box and initial one section only:

_____At the present time, it is **my intent to renew** my covenant.

_____At the present time, it is **my intent to not renew** my covenant.

_____At the present time, I am **unable to indicate** my intent to renew my covenant.

PLEASE NOTE The information on this form is for planning purposes of the Office for Catholic Schools only. It is NOT an offer of a covenant.

_____ _____

Signature *Date*

Please retain the original of this form in the Principal's Personnel file at the parish and send a copy to the Office for Catholic Schools, Superintendent by **March 5th.**

Email to: kristine.moore@seattlearch.org

ARCHDIOCESE OF SEATTLE

Office for Catholic Schools

Recruitment Timetable

Principal

January Review policy #3.61 (A) in Personnel - Section 3, in the Archdiocese of Seattle Catholic Schools Policy and Procedure Manual. Principal covenant is available online**.** Notification not to renew a principal's covenant must be received by the principal by **March 15th** of the covenant year and be preceded by an evaluation that was conducted by **March 1st**.

March Intent of principals and parishes sent to the Office for Catholic Schools.

January – April Publication of openings for principals sent to current principals, approved principal candidates and College/University Placement Offices.

Search conducted for candidates at local level and by the Office for Catholic Schools (OCS). Applicants must be screened by the OCS before hiring. Applicants who contact parishes without prior approval by the OCS should be referred to the OCS for necessary application materials. The Assistant Superintendent/Personnel will assist parishes in establishing and training Search Committees to help pastors in the hiring of new principals.

Teachers

March – April The principal will interview or survey all teachers to discuss their intent to return in the next school year.

April – May 15 Principal will offer renewal or discuss non-renewal of teacher covenants. 3.65 [F] "Notification not to renew a teacher's covenant must be received by the teacher by **May 15th** of the covenant year and be preceded by an evaluation that was conducted no later than **March 15th**." **Principals are required to confer with Assistant Superintendent/Personnel prior to issuing notice of non-renewal. Our insurance carrier mandates this requirement.**

Notice of intent to resign is given to principal by any teacher (religious or lay) who does not intend to return to the school for the next school year.

May Principals will review policy # 3.60 in Personnel - Section 3 in the Archdiocese of Seattle Catholic Schools Policy and Procedure Manual. Special attention should be given to policy #3.60 (C) to assure the just treatment of teachers in the hiring or termination processes.

Application for positions may be made through AppliTrack, or the teacher may send a letter of interest to the local school. The principal can review teacher applicant files on AppliTrack.

June Principals send a copy of the "Employee Termination Report" to the Office for Catholic Schools for each teacher leaving the school. (This report is sent anytime during the school year when a teacher leaves employment.)