

ARCHDIOCESE OF SEATTLE
Office for Catholic Schools
Recruitment Timetable

Principal

January Review policy #3.62 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 **February 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. 3.61[C]"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 # 3.61 in Personnel - Section 3 in the Archdiocese of Seattle Catholic Schools Policy and Procedure Manual. Special attention should be given to policy #3.61(E) 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.)