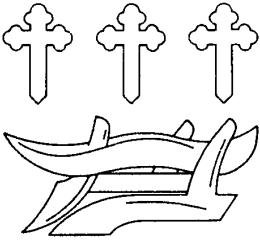


Archdiocese of Cincinnati



**Department of
Educational Services**
100 East Eighth Street
Cincinnati, OH 45202
513/421-3131
513/421-6271 FAX

Dear Applicant:

Thank you for your interest in serving as principal in the Archdiocese of Cincinnati.

Individuals wishing to apply for employment as a principal at Archdiocese of Cincinnati high schools or parish elementary schools should submit a complete application packet for consideration. The information required for a completed packet is listed below. The application packet must be submitted by mail. Due to the file size, please do not email.

- a completed application
- a copy of all college transcripts (undergraduate and graduate)
- copies of current licenses/certificates
- contact information for two references
- resume

Upon receipt, your application materials will be reviewed, and should you meet initial qualifications, you will be contacted for a screening meeting.

Please feel free to contact me should you have further questions regarding the application process.

Sincerely,

Kathy Kane
Deputy Superintendent
Archdiocese of Cincinnati
Catholic Schools Office
100 E 8th Street
Cincinnati OH 45202

**Catholic Schools Office
Archdiocese of Cincinnati
PRINCIPAL APPLICATION**

BASIC INFORMATION

Last Name:
 First Name: Middle Initial:
 Other names that may appear on official documents:
 Certificate/License ID #:
 Street Address:
 City, State, Zip Code:
 Home Phone #: () Cell Phone #: ()
 E-mail Address:
 Date of Application:

All administrators in Catholic schools must be active, practicing Catholics.

Are you an active, practicing Catholic? _____(Yes/No)
 Note: Per Archdiocesan Policy, all principals of Catholic schools must be practicing Catholics.
 Name of Registered Parish & City: _____

Have you participated in a Virtus Protecting God’s Children Safe Environment Program?
 _____(Yes/No) If yes, in what state?_____

Date of most recent BCI fingerprint report: (mm/dd/yyyy)
 Date of most recent FBI fingerprint report: (mm/dd/yyyy)

PRINCIPAL POSITION desired: _____Elementary (K-8) _____Secondary (9-12)
 DATE AVAILABLE: _____(mm/dd/yyyy)

LICENSE/CERTIFICATION:

Type of Certificate or License:	State of licensure:	Date issued (mm/dd/yyyy)	Date expires (mm/dd/yyyy)	Specific areas listed on certificate/license:

Will you become eligible for any other state of Ohio license prior to July 1? _____
 If yes, please list:_____

EDUCATION & WORK EXPERIENCE

Degree(s) and hours completed beyond highest degree	Major/Minor	University & Location	Dates: ex. (1999-2004)

NOTEWORTHY COURSEWORK IN ADDITION TO DEGREE

Coursework	Total Hours	University & Location	Dates: ex. (1999-2004)

RELATED WORK EXPERIENCE:

Position	School/Organization	Location	Dates Employed: ex. (2004-2008)

PERSONAL RESPONSES

Please respond to the following questions. Your response will help to better understand the strengths you can bring to administration in general, and to a Catholic school in particular.

Please limit your typed responses to a total of no more than three pages.

1. Why are you applying to be a principal in a Catholic school?

2. What skills/knowledge/experiences do you have that make you the BEST candidate for an administration position in one of our Catholic schools?

3. As the Catholic leader of the school, briefly describe:

- a. Spiritual leadership**
- b. Academic leadership**
- c. Resource development/Marketing**
- d. Financial stewardship**
- e. Community engagement**

4. How will you challenge teachers and motivate them to meet the needs of individual students?

5. Describe how you will determine the needs for professional growth of your faculty/staff.

6. Have you had experience with any of the following? If so, describe briefly.

- a. Data Team/PLC Teams**
- b. Response to Intervention**
- c. English Language Learners**

7. What person or life event inspires you? Why?

8. What professional book, article, and/or writer best aligns with your thoughts and/or philosophy of education? Why?

NOTE: The submission of this form substitutes for legal signature.