

SECONDARY SCHOOL PRINCIPAL CERTIFICATION

The Principal as Spiritual Leader of the School

Archdiocese of Cincinnati

Office of Evangelization and Catechesis

Implementation Schedule

This process went into effect on June 1, 2006. The following dates are important for the initial implementation of this process.

1. Secondary principals hired after June 1, 2006 are expected to complete “Requirements for New Principals” within **three** years of employment.
2. Secondary School Principals, who have met the requirements for **new principals**, can maintain their certification by completing the “Requirements for Maintaining Certification” every **three** years.
3. Secondary Principals hired before June 1, 2006 do not need to complete the “Requirements for New Principals.” Instead, they must fulfill the “Requirements for Maintaining Certification” listed below by June 1, 2009, and every three years thereafter.

REQUIREMENTS FOR NEW PRINCIPALS

A. Theological

- Basic Beliefs course (5 clock hours)
- Introduction to Scripture course (5 clock hours)
- The Prayer Workshop (2.5 clock hours)
- Basic Liturgical Practice (2.5 clock hours)

B. Skills Sessions (ordinarily 1 hour each)

- Orientation to school-related Archdiocesan policies and guidelines for Religious Education
- Training on meaningful articulation of Catholic Identity goals within contemporary culture.
- Orientation to the vision of adolescent catechesis and the processes of certification as expressed in the documents:
Renewing the Vision; Forming Young Disciples; Guidelines for Catholic High School Religion Teacher Certification; Guidelines for Catholic High School Campus Ministry.

C. Experience

- Minimum of one year experience as a Catholic Secondary School Principal and currently serving as a Catholic Secondary School Principal (or Assistant Principal)

D. Formation

- One personal spiritual growth experience

REQUIREMENTS FOR MAINTAINING CERTIFICATION

A. Theological

Attend 20 contact hours (10 hours each) of in-service in two of the **theological** topics listed below:

- | | |
|-------------------------------|----------------------|
| * Jesus (Christology/Trinity) | * Christian Morality |
| * Church History | * Sacraments |
| * Church (Ecclesiology) | * Scripture |
| * Liturgy | * Social Justice |

*The above contact hours can be accrued through attendance at the annual secondary principals' fall conference, the annual January in-service day, **or** through completion of catechist certification courses, Catholic college theology courses, or VLCFF course.*

(**N. B.** If a principal misses some portion of the presentation on a theological topic given at the annual secondary principals' fall conference or annual January in-service day, he/she must contact Kris Krimm to discuss his/her options for making up the missed hours.)

B. Spiritual Leadership

Attend 10 contact hours devoted to topics relevant to Spiritual Leadership.

(**N. B.** If a principal is unable to attend the secondary schools principals' meeting where the spiritual leadership topic is presented or misses some portion of the presentation, he/she must contact Kris Krimm to discuss his/her options for fulfilling this requirement.)

C. Experience

- Current service as a Catholic Secondary School Principal (or Assistant Principal)

D. Formation

- Participation in one personal spiritual growth experience.