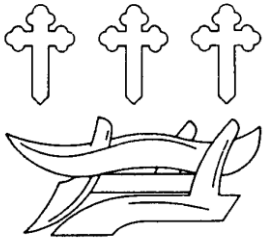


Archdiocese of Cincinnati



**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 at archdiocesan high schools or parish elementary schools should submit a complete application packet for consideration. Per Archdiocesan Policy, all principals of Catholic schools must be active, practicing Catholics. The following must be submitted via US Mail or e-mail:

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

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

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

Sincerely,

Kathy Kane
Director of Certification
Archdiocese of Cincinnati
Catholic Schools Office
100 E 8th Street
Cincinnati OH 45202
(513) 421-3131 ext. 2724
kckane@catholiccincinnati.org

**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)
 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)
 LOCATION preference: (County or City: the diocese covers a 19 county area)

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.