



Principal Qualifications

Texas Catholic Conference Education Department Accreditation Requirements for Educational Personnel and Archdiocesan Guidelines:

1. Catholic with a commitment to ongoing faith formation in catechetical and spiritual leadership development (i.e., Echoes in Faith, Shepherding the Shepherd, retreats, catechetical classes sponsored by the Archdiocesan Continuing Christian Education Office or a Catholic university, Little Rock Scripture Program, etc.) and theological courses.
2. Master's degree in education with 18 credit hours in administration and supervision (e.g., curriculum, legal issues in nonpublic schools, supervision of personnel, assessment, finance or budgeting procedures and computer proficiency).

Other Requirements:

- Teaching experience
- Virtus Training

The principal, under the authority of the Pastor, regional board, or religious order directives, is the spiritual, educational and managerial leader of the school. The principal is accountable to operate the school in accordance with the Texas Catholic Conference Accreditation Commission and the guidelines of the Archdiocesan Catholic Schools Office. A Catholic School Principal Formation Program is offered through the Archdiocesan Catholic Schools Office.

Salaries: Negotiated with pastors and/or school board of education.

Qualifications are subject to revision

1/13/10



Archdiocese of Galveston-Houston
Secretariat for Catholic Schools
Catholic Schools Office

PRINCIPAL APPLICATION PROCESS

Please be sure to look over the "Texas Catholic Conference Education Department Educational Qualifications and Archdiocesan Guidelines."

Click on "Principal Qualifications" on our web site under "Principal Employment Information."

In order to establish a complete file the following items are required:

- **Signed and Completed Principal Application**
- **Professional and Personal References**
- **Signed Authorization for Release of Employment Information**
- **Signed Criminal Background Check Authorization Form**
(Do not fill in the name of the School)
- **Official Transcripts**
- **Cover Letter of Application**
- **Current Resumé**

Mail all application paperwork to:

Susan Robenolt, Director of Teacher Personnel
Catholic Schools Office
Archdiocese of Galveston-Houston
2403 Holcombe Blvd.
Houston, TX 77021

Virtus training is required for all individuals working with children within the Archdiocese of Galveston-Houston. Please go on-line to sign up for Virtus training at <http://www.virtus.org/virtus>.

Once your file is complete, you will be contacted regarding the interview process.

Thank you for choosing the Archdiocese of Galveston-Houston.

Catholic Schools Office · Archdiocese of Galveston-Houston · Chancery at St. Dominic Center
2403 Holcombe Boulevard · Houston, TX 77021-2098
Phone (713) 741-8704 · Fax (713) 741-7379
<http://www.archgh.org>
Click on "Catholic Schools."

2/12/2010



Archdiocese of Galveston-Houston

Schools Office

PRINCIPAL APPLICATION

I. PERSONAL INFORMATION:

Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: _____ (Home) _____ (Work)

E-mail: _____ (Home) _____ (Work)

Religion: _____ Parish: _____

II. PLEASE COMPLETE ALL OF THE FOLLOWING

Have you ever been convicted of a crime of sexual abuse, physical abuse, sexual harassment or exploitation? _____ Yes _____ No

Have any civil or criminal complaints, or any other written complaints, ever been made against you relating to sexual abuse, sexual harassment or exploitation, or physical abuse? _____ Yes _____ No?

Have you received any medical treatment, physical or psychological, for reasons involving your physical or sexual abuse of others? _____ Yes _____ No

Have you ever been dismissed from any position because of immoral conduct, unprofessional conduct, unfitness for service, unsatisfactory service? _____ Yes _____ No

Have you ever plead guilty or *nolo contendere* (no contest) to or been convicted of a felony or misdemeanor involving moral turpitude, regardless of the disposition?

(A crime of moral turpitude is one involving dishonesty, misrepresentation, deliberate violence, or contrary to good morals. Conviction is the adjudication of guilt or the assessment of probation or community service for violation of the Penal Code. Deferred adjudication is deferral of further proceedings and adjudication of guilt by the Court after receiving a plea of guilty or *nolo contendere* by the Defendant.) _____ Yes _____ No Has your teaching/administrative contract ever failed to be renewed? _____ Yes _____ No

Have you ever been compelled to resign from a teaching/administrative position?

_____ Yes _____ No

(If the answer to any of the preceding questions is “Yes,” a full explanation must be given and attached to this application.)

Are you legally eligible for employment in the United States? _____ Yes _____ No

Educational Background:

	Name of School	City and State	Dates of Attendance	Degree and Major
High School				
Undergraduate School				
Graduate School				

Teaching and/or Administrative Experience:

Dates of Service	School	City, State	Responsibilities	Principal / Superintendent

(Please attach another sheet if necessary)

Please list the name and phone number of your parish pastor or minister: _____

Additional Background: List interests, achievements, experiences, professional memberships, honors, etc. that you would consider helpful in completing the picture of your background.

III. QUESTIONS

Please respond to these questions on a separate page.

1. Provide specific examples of how you would develop a “team” within the school, parish and community.
2. During your first year as principal, how would you go about determining the strengths and weaknesses of the school?
3. Successful organizations operate with a vision. Describe your vision of Catholic education. How would you lay the foundation for your vision with the pastor, the staff and the parents/guardians within the community?
4. How would you provide for the professional growth of staff members?
5. How would you assure the Catholic identity of your school and of the programs and activities within your school?
6. What characteristics do you believe make an outstanding teacher? How do you identify those characteristics?

Approximate school size desired: _____ students

Approximate salary desired: _____

I hereby certify that all information given on this application is true, complete, and correct, and I hereby give permission to the Catholic Schools Office of the Archdiocese of Galveston-Houston to forward this application as well as other credentials to prospective employers within the Archdiocese.

I acknowledge that all my application paperwork becomes the property of the Catholic Schools Office of the Archdiocese of Galveston-Houston, and that the Archdiocese reserves the right to accept or reject it.

Signature _____ Date _____

Mail all application materials to:

Director of Teacher Personnel
Archdiocese of Galveston-Houston
Catholic Schools Office
2403 Holcombe Blvd., Houston, TX 77021-2098



Archdiocese of Galveston-Houston

Schools Office

PROFESSIONAL AND PERSONAL REFERENCES

List three professional and two personal references. *Please do not list a relative.*

1.	_____				
	Name	Address	City	St	Zip
	_____		_____		
	Telephone	Position/Title			
2.	_____				
	Name	Address	City	St	Zip
	_____		_____		
	Telephone	Position/Title			
3.	_____				
	Name	Address	City	St	Zip
	_____		_____		
	Telephone	Position/Title			
4.	_____				
	Name	Address	City	St	Zip
	_____		_____		
	Telephone	Position/Title			
5.	_____				
	Name	Address	City	St	Zip
	_____		_____		
	Telephone	Position/Title			
6.	_____				
	Parish	Address	City	St	Zip
	_____		_____		
	Telephone	Pastor's Name			

I HEREBY CERTIFY THAT ALL INFORMATION GIVEN ON THIS APPLICATION IS TRUE, COMPLETE AND CORRECT.

Signature _____ Date _____

Susan Robenolt, Director of Teacher Personnel
Archdiocese of Galveston-Houston
Catholic Schools Office
2403 Holcombe Blvd., Houston, TX 77021-2098



DATE: _____

AUTHORIZATION FOR RELEASE OF EMPLOYMENT INFORMATION

TO: Susan Robenolt, Director of Teacher Personnel
Archdiocese of Galveston-Houston
Catholic Schools Office
2403 Holcombe Blvd.
Houston, TX 77021

I hereby waive _____
(name of present and/or former employing institutions)

_____, its agents, employees and associates, all provisions of
or companies)

law prohibiting said institution/company and its agents from disclosing information regarding my employment,
and do hereby authorize and direct you to provide to the persons designated any and all information you have
acquired during the course of my employment with you. I specifically direct you to speak with any of the persons
designated regarding my employment.

APPLICANT'S SIGNATURE

WITNESS'S SIGNATURE

Director of Teacher Personnel
Archdiocese of Galveston-Houston · Catholic Schools Office
2403 Holcombe Boulevard · Houston, TX 77021-2098
Phone (713) 741-8704 · www.archgh.org



Archdiocese of Galveston-Houston
Secretariat for Catholic Schools
Catholic Schools Office

TRANSCRIPT REQUEST

PRINCIPAL APPLICANT:

To release transcripts universities usually require a signed request from the named individual. This form is provided to assist you in making that request.

REGISTRAR:

I have applied for a position with the Archdiocese of Galveston-Houston Catholic Schools. Please send an official transcript to the Superintendent of Schools. My signature below signifies permission for you to release my transcript.

Printed Name of Applicant (include Maiden, if applicable)

Signature of Applicant

Date of Graduation (or last attendance)

Social Security Number

Registrar

Please mail official transcripts to:

Sue Robenolt, Director of Teacher Personnel
Archdiocese of Galveston-Houston
Catholic Schools Office
2403 Holcombe Blvd., Houston, TX 77021-2098
Phone: 713 741-8704

2/12/2010