

Diocese of Alexandria ■ Catholic Schools Office

Principal Job Opening

2024-2025 School Year

St. Mary's Assumption Catholic School

Cottonport, Louisiana

ST. MARY'S ASSUMPTION CATHOLIC SCHOOL SEEKS AN ENTHUSIASTIC, DEDICATED, AND QUALIFIED PRINCIPAL TO MINISTER IN LEADERSHIP FOR A SCHOOL COMMUNITY OF APPROXIMATELY 250 STUDENTS IN GRADES PRESCHOOL THROUGH EIGHTH.

APPLICATIONS WILL BE ACCEPTED THROUGH FRIDAY, MAY 3, 2024. APPLICANTS MUST MEET THE FOLLOWING CRITERIA:

- **PRACTICING CATHOLIC**
- **MASTER'S DEGREE (PREFERABLY IN EDUCATIONAL LEADERSHIP)**
- **MINIMUM OF FIVE YEARS' EXPERIENCE IN EDUCATION (PREFERABLY CATHOLIC EDUCATION)**
- **CREDENTIALS MEETING NON-PUBLIC SCHOOL CERTIFICATION FOR STATE OF LOUISIANA**
- **DEMONSTRATED LEADERSHIP ABILITY IN EDUCATION**
- **AVAILABLE ON OR BEFORE JUNE 1, 2024**

APPLICATION PACKETS ARE AVAILABLE ONLINE AND IN THE CHURCH OFFICE LOCATED AT 820 FRONT STREET, COTTONPORT. COMPLETED APPLICATIONS SHOULD BE SUBMITTED TO:

**REV. CHARLES B. RAY, PASTOR
ST. MARY'S ASSUMPTION CATHOLIC CHURCH
PRINCIPAL SEARCH COMMITTEE
820 FRONT STREET
COTTONPORT, LA 71327**

(Inquiries about this availability should be directed to Fr. Charlie at 318-876-3681 or frcray@diocesealex.org)



ST. MARY'S ASSUMPTION CATHOLIC CHURCH

820 Front Street • Cottonport, LA 71327 • (318) 876-3681

stmary@diocesealex.org

April 8, 2024

Dear Applicant:

I am grateful for your interest in serving as Principal of St. Mary's Assumption Catholic School. I stumbled into an elementary school classroom 22 years ago and have been attracted to education since. Catholic Schools combine two of my favorite things: Catholicism and Formation/Education. It is my hope that you share my passion concerning these two realities.

The requirements and qualifications for the position are outlined in this packet as well as an application and related documents. I will work with a search committee to review all applications and subsequently schedule interviews. Please keep in mind the following dates:

- May 3, 2024 – deadline for applications
- May 6-11, 2024 – interviews with selected candidates
- June 1, 2024 – preferred start date for position

Inquiries should be addressed directly to me in the church office – please do not contact the school inquiring about this availability. My contact information is as follows:

Phone: 318-876-3681

Email: frcray@diocesealex.org

Hard copies of application packets can also be picked up in the church office located at 820 Front Street, Cottonport, and completed applications can also be turned in there as well.

In Service to Christ and His Church,

Rev. Charles B. Ray
Rev. Charles B. Ray
Pastor



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4400 Coliseum Blvd.

Alexandria, Louisiana 71303

Phone: (318) 445-6424 • Fax: (318) 448-6121

Principal Requirements and Qualifications

Candidates for the position of principal (elementary or secondary) must meet all of the following qualifications and requirements prior to hiring.

- A practicing Roman Catholic in good standing with the Church and evidence of living a life in conformity with the Faith.
- A Master's degree, preferably in education administration.
- A minimum of five years of teaching experience or administration, preferably in a Catholic school. Such experience should be sufficiently broad to provide an understanding of the PreK-8, 7-12 or 9-12 structure and the responsibilities necessary to serve as an educational leader in an elementary or secondary school.
- An explicit commitment to developing a Christian spirit and a Catholic community of faith within a school.
- An ability to articulate a Catholic philosophy of education.
- Demonstrated leadership and administrative ability as proven by performance in educational assignments. The candidate must evidence an ability to inspire and motivate, to direct and manage personnel, and to collaborate at all levels with the school's stakeholders--teachers, children, parents, clergy and local school community leaders.
- Evidence of outstanding verbal and written communication skills.
- Completion of the application search process (documentation and interview) and approval by the Parish Pastor of the School.



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Applying for a Principal Position in a Catholic School in the Diocese of Alexandria

To be considered for a principal position with the Catholic School in the Diocese, a person may apply either through the Catholic School Office or, **for an advertised position**, directly to the school, parish or search committee advertising the position. All applications are online.

The following documents are required to be considered for employment:

- Principal application (download form from CSO website)
- Resume
- Signed *Employee Witness Statement* (download from CSO website)
- *Certificate of Parish Registration* for Roman Catholic applicants (download from CSO website)
- For religious applicants, a letter of concurrence from the superior of order or congregation
- Official transcripts
- Two professional references (download form from CSO website)
- Three brief written statements: Philosophy of Education, Interest in Catholic School Employment and Commentary on Bishops' Pastoral Letter on Education (See Principal Application for description and directions)

In order for an applicant to be considered for positions as they become available at unspecified schools, he or she must have a completed personnel file on record at the Catholic Schools Office. A completed file includes all of the above documents.

Applicants applying directly for advertised positions are **not** required to have a personnel file in the Catholic Schools Office. The above documents should be sent to the school, parish or search committee advertising the position.

Process for Applying through the Catholic Schools Office

The applicant downloads the above documents from the Catholic Schools Office website.

The applicant sends his or her resume, a completed application including three written statements, and signed Employee Witness Statement to the Catholic Schools Office. The applicant includes unofficial transcripts in the packet sent to the Catholic Schools Office. The applicant forwards the professional reference forms to his or her referees. For Roman Catholic applicants, the *Certificate of Parish Registration* must be taken to the applicant's parish to be completed by his or her pastor and are then mailed by the parish office to the Catholic Schools Office. *It is the applicant's responsibility to verify that the*

transcripts, recommendation forms and the Certificate of Parish Registration have been sent by the person requested to do so.

When all required forms are received by the Catholic Schools Office, the applicant will be notified that his or her file is complete. The Catholic Schools Office adds the applicant to a computer file database of all candidates for principal positions. The database is referenced by the applicant's name and personal contact information, college degrees, certifications, grade level experience and preferred location of employment.

A school, parish or search committee interested in a particular applicant in the database will contact the applicant directly and arrange for an interview.

If a school, parish or search committee hires an applicant, the Catholic Schools Office is notified, and the applicant's name is removed from the list of available candidates. If the applicant is not hired, his or her name continues on the list of available applicants.

Employment applications will remain on file at the Catholic Schools Office for two years.

Periodically, the applicant may be asked to update his or her file regarding the status of employment.

Completing the application process is not a guarantee to anyone that he or she will be interviewed for a principal position or will obtain a principal position in a Catholic school.

NB: Any decision to hire an applicant depends on the successful completion of a background check.



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Principal of a Catholic Elementary School

Role Description

The principal serves as the chief educational leader of the school. The principal administers and supervises the school in conformity with diocesan and local school policies and represents the school to the parents and community. As the school's educational leader, the principal is responsible for the implementation of curriculum; hiring, place and evaluating teachers; modeling and monitoring teacher professional growth; managing resources and administering operational procedures.

Domains of Leadership

A. Faith Leadership

The principal understands and models the Catholic faith, in charity, and integrates the Gospel and the Catholic Church's teachings into their administration of the school and their relationships with the school community.

- Articulates and models active faith and morals
- Builds school faith community
- Leads the community in worship and prayer
- Encourages a faith filled Catholic culture and environment in the school
- Facilitates the faith formation of school personnel

B. Mission Leadership

The principal ensures the Gospel and Catholic teaching and values are infused into educational program. Inspires others to be life-long learners and leads educational community excellence. Recruits, selects and supervises personnel in light of the mission.

- Ensures that Catholic teaching and religious values are infused through the educational program
- Ensures that the education of the whole child – mental, physical, spiritual – is the basis of the school program
- Fosters a learning community that values life-long learning
- Inspires and leads the school community toward educational excellence
- Recruits, selects, supervises, and evaluates school personnel in light of mission of the school
- Demonstrates a clear knowledge of Policies and Procedures and creates and monitors a safe school environment
- Fosters a home to school partnership
- Utilizes the mission statement to guide, as well as drive, the school's effort towards academic excellence

C. Organizational Leadership

The principal forms strong governance models with school board and Pastor. Initiates, monitors and evaluates strategic plan. The principal inspires all to embrace his/her vision for school. The principal is familiar with current trends in Catholic education.

- Understands site-based management with regards to Catholic schools (if applicable)
- Creates financial plan that explores additional revenue sources
- Displays competence in developing the school's budget
- Fulfills diocesan requirements for school leadership
- Recruits, selects, supervises, and evaluates school personnel in light of the school's mission
- Works collaboratively with a board to provide and ensure the operational vitality of the school

D. Educational Leadership

The principal takes responsibility for the development and oversight of personnel and ensures that appropriate professional development in 21st century best practices for teaching and learning are made available to faculty. In addition, the principal will provide supervision based on current methods and model effective PLC processes.

- Establishes high expectations for all teachers
- Requires effective goal-setting for teachers
- Ensures the development, implementation, and evaluation of curriculum, instruction and assessment by aligning content standards, teaching, professional development and assessment methods
- Provides faculty access to research-based best practice instructional strategies, resources, training, and technical support
- Develops collaborative processes to analyze student data to monitor student progress and to make decisions about curriculum and instruction
- Encourages teachers to utilize highly effective teaching strategies, ability grouping, differentiated instruction and a variety of materials to foster student learning
- Demonstrates clear communication skills
- Fosters a professional learning community that values lifelong learning and involves families
- Ensures a learning environment where Catholic teaching and religious values are infused throughout a rigorous academic program

E. Community Leadership

The principal advocates support of Catholic schools by entire Catholic community. The principal understands the importance of seeking public funding. Through visioning and modeling, the principal bridges relationships among the school, the community, and the public school district.

- Positively influences relationships between the school and its communities
- Uses public relations strategies to promote the school and its mission
- Collaborates with others who share in the mission of Catholic education
- Works with the local Catholic diocese, local public school district, other government agencies and school parents to access available public funds
- Mobilizes the school community to seek additional public funding

F. Strategic Leadership

The principal is well versed in current trends and directions in Catholic education. The principal initiates, monitors and evaluates the strategic process. Promotes innovation, change and collaboration in achieving the Catholic educational mission. Creates a development plan that explores additional sources of revenue (e.g. alumni giving, grants). Positions the school for the future through marketing and recruitment of students.

- Communicates current trends and directions in Catholic school education
- Inspires all toward a shared vision for the future
- Initiates, monitors, and evaluates the strategic planning process to fulfill the school's mission, actualize its vision, and position the school for the future (e.g., marketing, student recruitment)
- Promotes innovation, change, and collaboration in achieving the Catholic educational mission
- Creates a development plan that explores additional sources of revenue (e.g., alumni giving, grants)



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Catholic Witness Statement

WITNESS STATEMENT FOR THOSE WHO SERVE IN CATHOLIC EDUCATION

The mission of the Church is to share the Gospel of Jesus Christ. Every institution of the Church exists for this reason. The General Directory for Catechesis explains "indeed the primordial mission of the Church is to proclaim God and to be His witness before the world." (General Directory for Catechesis, #23). All employees of the Diocese of Alexandria share in this mission.

Employees of the Diocese of Alexandria are commissioned to live and proclaim the Gospel in every time and place. While employees are asked to serve in a variety of roles, each employee's duties and responsibilities are principally evangelical religious. That is, by word and deed, each employee is involved in spreading the Catholic faith and other key works of the Church. Every employee is vital to the spiritual and pastoral mission of the Church. In both personal and professional life, an employee must exemplify the moral teachings of the Catholic Church. The employee must not advocate or in any way encourage belief or behavior contrary to the teachings of the Catholic Church as it exists in the public forum.

All person employed by the Diocese of Alexandria are to be considered ministers of the Church and are thus called to be witness to the life and teachings of Jesus Christ and His Church. Therefore, all who serve the Diocese should possess a basic knowledge of the Catholic Faith.

The truths of Catholic faith are outlined in the Catechism of the Catholic Church. Particular attention should be paid to the moral teaching of the Church including her social doctrine. The following principles guide the personal and professional lives of our employees:

- **Life and Dignity of the Human Person:** Every human life is sacred. Every person, at every stage, in every place has a dignity that should be respected.
- **Sanctity of Marriage and Family:** The union of a man and woman bonded together for life is a sacred institution. The Church supports families as the basic building block of society.
- **Preferential Option for the Poor and Vulnerable:** The moral test of a society is how it treats its most vulnerable members. The Church seeks an economy that supports families and looks after the poor.
- **Dignity of Work and the Rights of Workers:** If the dignity of work is to be protected, then the basic rights of workers must be respected especially to safe working conditions and a just wage.
- **Solidarity:** Learning to practice the virtue of solidarity means learning that "loving our neighbor" has global dimensions in this interdependent world in which we live.
- **Care for God's Creation:** Care for God's creation is a requirement of Catholic faith. We are called to ensure sufficient care for our common home.

Only those persons who can support this Catholic Witness Statement may be employed by the Diocese of Alexandria. All individuals employed by the Diocese of Alexandria should be made aware that support of this Catholic Witness Statement must be reflected in your public behavior. Employees should demonstrate a public life consistent with the teachings of the Catholic Church.

Your signature hereinafter indicates that you support the Catholic Witness Statement and its implications, and indicates an agreement not to behave in any manner which may hinder the religious purposes of the Roman Catholic Diocese of Alexandria.

Signature

Date



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Application for: Principal/Vice Principal/Assistant Principal

Name _____
(First) (Middle Initial) (Last)

Other name under which employment/academic records may be listed _____

Address _____
(Number and Street) (City/State) (Zip)

Telephone: (Home) _____ (Cell) _____ (Work) _____

Email _____

Eligible to work in the U.S. _____

Position Desired: Principal _____ Vice Principal _____ Assistant Principal _____

Please indicate the level(s) of the position for which you are applying: Elementary (PreK-8) _____ Secondary(9-12) _____

When will you be available to accept a position? _____ Minimum Salary Expectation _____

Colleges and Universities Attended:

Name of School/Location	Dates Attended	Year of Graduation	Degree	Major	Minor

How many graduate semester hours have you earned in educational administration? _____

Have you served an administrative internship? _____ If so, where and in what capacity? _____

List the name, address and phone number of your supervisor _____

Have you successfully completed a Catholic School Principal Leadership Program? _____

If so, when and where? _____

List the name, address and phone number of the person in charge of the program _____

Are you certified as a teacher? _____ State _____ Type of Certificate _____ Number _____ Exp. Date _____

Are you certified as a principal? _____ State _____ Type of Certificate _____ Number _____ Exp. Date _____

Please list any other certifications you hold:

State _____ Type of Certificate _____ Number _____ Exp. Date _____

State _____ Type of Certificate _____ Number _____ Exp. Date _____

EDUCATIONAL WORK EXPERIENCE: (Please list the most recent first.)

School	City/State	Position Grade/Subject Taught	Dates From/To	Salary	Principal's Name/Phone

*If you were the principal of a school, list the name of the person to whom you were directly responsible.

WORK EXPERIENCE OUTSIDE OF EDUCATION: (Please list the most recent first.)

Name of Institution	Position	Dates	Salary	Supervisor's Name/Phone

REFERENCES:

List the individuals whom you will ask to submit recommendations: References should have specific knowledge of your professional preparation and experience. In addition, religious candidates must present a letter of concurrence from their superiors, and lay Roman Catholic candidates must present a Certificate of Parish Registration from their pastors.

Name	Position	Address	Phone

STATEMENT OF PHILOSOPHY OF EDUCATION:

On an additional page, please provide a statement of your personal philosophy of education.

STATEMENT OF INTEREST IN EMPLOYMENT IN A CATHOLIC SCHOOL:

On an additional page, please provide your statement of interest in working in a Catholic school in the Diocese of Alexandria.

STATEMENT OF RENEWING OUR COMMITMENT TO CATHOLIC ELEMENTARY & SECONDARY SCHOOLS IN THE THIRD MILLENNIUM:

Please read the Bishops statement, Renewing Our Commitment to Catholic Elementary & Secondary Schools in the Third Millennium, available online at <http://www.usccb.org/beliefs-and-teachings/how-we-teach/catholic-education/upload/renewing-our-commitment-2005.pdf>

On an additional page, please provide a paragraph stating your understanding of, and how you agree with the statement.

NOTICE

In employment practices, Catholic schools within the Diocese of Alexandria do not discriminate on the basis of race, color, sex, national origin, mental or physical disability or veteran status. The school and/or parish employer will make a reasonable accommodation for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship will result.

In compliance with State of Louisiana General laws, as well as the policy of the Diocese of Alexandria, all individuals offered employment in a Catholic School in the Diocese of Alexandria will be required to successfully complete a background check. The background check must be initiated within one week of receiving a conditional offer of employment. If the criminal background check identifies the existence of any disqualifying information as defined by statute, the offer will be rendered null and void.

Application documents are gathered for the exclusive use of the Catholic Schools Office of the Diocese of Alexandria and schools in the Diocese. Copies of this application and its supporting documents (transcripts and letters of recommendations) will be sent to any school in the Diocese that requests them for the purpose of considering the application for a position. Neither the application nor the supporting documents will be sent to anyone else, even at the applicant's request.

AUTHORIZATION AND CERTIFICATION

I authorize any school considering me for employment to investigate all statements contained in this application, to contact the references and employers listed, except where specifically indicated to the contrary, and I release all employers, schools and other references listed on this application from any liability involved in providing this information.

I certify that I have personally completed this application. I certify that all information furnished on this application is true, accurate and complete to the best of my knowledge and that any falsification, omission, or misrepresentation of information by me will be sufficient cause for rejection of my application and/or termination of my employment.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract between the School and me.

Please sign and date this application form only after reviewing each section to ensure that all information and answers to questions are correct and complete.

Signature _____ Date _____



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Professional Reference Form

Name of applicant _____

Positions applied for _____

Your name/referee _____

Email address _____

Phone number _____

Relationship to applicant _____

Length of relationship _____

The applicant named above is applying for a position in a Catholic school and has given your name as a reference. Please rate the applicant in the following areas:

	Outstanding/ Exceptional	Satisfactory	Limited	No Opportunity to observe
Practice of the Catholic Faith	_____	_____	_____	_____
Knowledge of Scripture, Tradition and Catholic Doctrine	_____	_____	_____	_____
Commitment to the mission of Catholic education	_____	_____	_____	_____
Demonstrates respect and care for children and families	_____	_____	_____	_____
Spiritual and moral maturity	_____	_____	_____	_____
Leadership abilities	_____	_____	_____	_____
Confidence	_____	_____	_____	_____
Humility	_____	_____	_____	_____
Ability to serve others	_____	_____	_____	_____
Persistence/tenacity	_____	_____	_____	_____
Holds high expectations of self and others	_____	_____	_____	_____
Evidence of thoughtful decisiveness	_____	_____	_____	_____
Ability to listen to others	_____	_____	_____	_____
Ability to inspire others	_____	_____	_____	_____
Ability to collaborate professionally	_____	_____	_____	_____

	Outstanding/ Exceptional	Good	Limited	No Opportunity to observe
Effectiveness of public speaking	_____	_____	_____	_____
Effectiveness of written communication	_____	_____	_____	_____
Responds promptly to communications	_____	_____	_____	_____
Evidence of a sense of humor	_____	_____	_____	_____
Knowledge of educational theory and practice	_____	_____	_____	_____
Ability to use data for continuous improvement	_____	_____	_____	_____
Knowledge of research and current trends in curriculum and instruction	_____	_____	_____	_____
Seeks inclusiveness and willingness to serve exceptional learners	_____	_____	_____	_____
Evidence of effective handling of administrative tasks	_____	_____	_____	_____

The Witness Statement for those who serve in Catholic education states: "All who serve in Catholic education in the school programs of the Diocese of Alexandria will witness by their public behavior, actions, and words, a life consistent with the teachings of the Catholic church."

To your knowledge, is there any reason why the candidate would not be able to abide by this Witness Statement?

What particular contribution do you think the applicant would bring to the position for which he/she has applied?

Would you employ this candidate in the position for which he/she has applied? Yes _____ No _____

Date: _____ Signed: _____

Date: _____

References will be held in confidence to the greatest extent feasible. If you have specific confidentiality concerns, please contact directly.

After completing this form, print and send by mail to the Chair of Principal Screening committee.



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Certificate of Parish Registration

Name _____

The person whose name appears above is seeking a position in the Catholic Schools of the Diocese and must certify his or her standing with the Church as a condition of employment.

To the best of my knowledge, this person (check all that apply):

_____ Is a baptized Catholic and registered member of this parish.

_____ Regularly attends Mass on Sundays and receives the sacraments of the Church regularly.

_____ If married, was married according to the laws of the Catholic Church.

_____ I cannot certify this person's standing with the parish or Church.

Additional comments:

Pastor's signature _____

Date _____

Parish _____

Address _____

Please place official church seal here