

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 email as ONE SINGLE PDF Attachment. Include the following information in the PDF in the order listed below. Email to Kathy Kane: kckane@catholicaoc.org***

* a completed application
* resume
* copy of license(s)

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:**

**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 Virtus Training:** (mm/dd/yyyy)

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

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

**LICENSE/CERTIFICATION**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Certificate or License and License Number:** | **State of licensure:** | **Date issued**  **(mm/dd/yyyy)** | **Date expires**  **(mm/dd/yyyy)** | **Specific areas listed on certificate/license:** |
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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)** |
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| --- | --- | --- | --- |
| **Coursework** | **Total Hours** | **University & Location** | **Dates:**  **ex. (1999-2004)** |
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**NOTEWORTHY COURSEWORK IN ADDITION TO DEGREE**

**RELATED WORK EXPERIENCE**

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

* **Spiritual Leadership**
* **Academic Leadership**
* **Community Engagement/Marketing**
* **Financial Stewardship/Use of Resources**

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

**5. Describe your experience with the following.**

* **Data Teams/PLC Teams**
* **Response to Intervention**
* **English Language Learners**
* **Assessments**
* **ODE Scholarship Programs (Ex: Jon Peterson, EdChoice)**

**6. What person or life event inspires you? Why?**

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

**8. List the names and contact information for three or more professional references, including your current employer. Note: If your current employer is not listed as a reference, please provide an explanation as to why.**

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