

APPOINTMENT/TERMINATION/ OF ADMINISTRATOR

The Office of Catholic Schools will facilitate any search for an administrator. When facilitating the search, the Office of Catholic Schools will give appropriate information to the search committee regarding the necessary characteristics of an administrator of a Catholic school.

In the selection of a person to assume the administrative leadership of a school, the pastor, pastors/board, or governance body is required to have the Superintendent of Schools or their designate review and approve the credentials, qualifications and faith commitment of the candidates. All candidates must meet diocesan standards for probity of character and for Catholic lifestyle.

Elementary Administrators

The administrator of a single parish elementary school is appointed by the pastor. The administrator of an interparish/regional elementary school is appointed by the pastors' board.

Secondary Administrators

The administrator of a secondary school is appointed by the pastors' board. Appointment of a priest as administrator of a diocesan high school is always made directly by the Bishop of Peoria. A priest may not apply for a position without prior approval of the Bishop. Due to the complexities of the diocesan process of assigning priests, those involved should ascertain an appropriate timetable and ensure that the Bishop is informed throughout the process.

No principal may be hired by a parish elementary school, interparish/regional elementary school, or diocesan high school without the prior approval of the Superintendent of Schools.

APPOINTMENT/TERMINATION OF ADMINISTRATOR

The pastor (or pastors' board) shall have the responsibility to notify the Superintendent of Schools of any intention to terminate the principal. This is to be done prior to the notification to the principal.