

**THE SUPERINTENDENT OF SCHOOLS: HIRING**

Procedure 403

Procedures**1. Qualifications for the Superintendent of Schools**

- 1.1. To be a practicing Catholic.
- 1.2. Have a graduate degree in educational administration or equivalent.
- 1.3. Have at least five (5) years administrative experience at school or district level, preferably in a Catholic school system.
- 1.4. Demonstrated commitment to the goals of Catholic education.

2. Hiring procedures

The Board of Directors, will appoint a committee to:

- 2.1 prepare a job description for the Superintendent of Schools
- 2.2 advertise the position
- 2.3 prepare a short-list of candidates and interview them
- 2.4 recommend the successful candidate to the Board of Directors for approval
- 2.5 finalize contractual arrangements and appointment
- 2.6 notify unsuccessful candidates

References:	Date: August 2023
	Revisions: