



Policy

The Superintendent is responsible for the hiring of Catholic Principals for the Diocese of Prince George. Candidates must commit to the Catholicity Clause included in their contract.

Qualifications

In addition to professional educational qualifications, candidates must be practicing Catholics who act as role models in the school, parish and community.

1. Be a practicing Catholic.
2. Be certified to teach by the Teacher Regulation Branch of the BC Ministry of Education.
3. Possess a Master's Degree in Education or related field approved by the Superintendent or working toward it.
4. Preferable to have five years of successful teaching experience.
5. Possess successful school leadership experience.
6. Demonstrate innovative practice and an understanding of the BC Curriculum.
7. Demonstrate ability to work collaboratively.
8. Possess superior communication and problem-solving skills.
9. Demonstrate continuous learning and professional growth.

Procedure

All aspects of the recruitment process are the responsibility of the superintendent.

1. Advertising will be prepared and circulated from the Superintendent's Office.
2. The pastor, staff, and School Council members will be consulted by the superintendent regarding the recruitment process and provide input on the qualities desired of the successful candidate.
3. Applications will be screened by the superintendent.
4. All reference checks will be completed by the superintendent.
5. A suitable candidate list will be prepared for a hiring committee, which should include the superintendent, pastor, and the chairperson of the council or designate.
6. Candidates identified for interview will be contacted by the Superintendent's Office.
7. The superintendent will offer the position to the successful candidate and complete the contract documents.
8. The Superintendent's Office will notify all candidates in writing that the position has been filled.

References: Procedures/Regulation 411

Date: August 2023

Revisions: