



**To:** Pastors/Pastoral Coordinators/Pastoral Life Directors with Schools  
**From:** Karen Tarabochia, Assistant Superintendent/Personnel  
**Date:** January 9, 2018  
**Re:** **Principal Employment for the academic school year**

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It is that time of year again when it is necessary to consider employment and re-employment of your school personnel. It is a major function of this office to be of service to you as you go through this process. The enclosed timetable of recruitment will help you and your School Commission know the schedule we will be following.

Enclosed you will find the **Pastor/ Pastoral Coordinator/Pastoral Life Director Intent Form**. If it is your intent to retain the current principal, please fill out this form and forward it to this office. The principal of your school has received a **Principal Intent Form**, which is to be signed, and the original given to you for your files and a copy returned by the Principal to this office.

It is Archdiocesan policy that the principal shall be evaluated by the pastor prior to the annual covenant review in February. An evaluation tool is available online and the Office for Catholic Schools will assist in the evaluation process, if requested by the pastor and/or principal.

If the pastor **does not** plan on offering the principal a covenant for the next school year **the evaluation is required** (By February 1<sup>st</sup>) and should be assisted by the Assistant Superintendent for Personnel.

Online you will find the **Evaluation Form Elementary Principal** which you may choose to use with your evaluation process. If it is your intent to offer a position to the principal the evaluation may be completed anytime between now and the end of the school year.

Thank you for your support of our Catholic schools and please do not hesitate to call if you need further help or information: (206) 382-4860 or 800 473-5651.

Wishing you a Blessed New Year.

Required Forms Available: [www.ocsw.org](http://www.ocsw.org)

- Elementary Pastor Intent Packet
- Elementary Principal Covenant

# Memorandum

To: Karen Tarabochia, Assistant Superintendent/Personnel

From: \_\_\_\_\_ [Please print your name]

Date: \_\_\_\_\_ [Please print the Date]

Re: **Principal Employment Intent Form**

## **Pastor/ Pastoral Coordinator/Pastoral Life Director Intent Form**

*“Principal covenants are for one year. Whenever a covenant will not be renewed by either the principal or the pastor/ parochial minister for the following school year, notice will be given in writing to the other party prior to **March 15<sup>th</sup>** and be **preceded by an evaluation that was conducted by February 1<sup>st</sup>**. It is assumed that employment will continue for the next year unless notice of termination is received by either party by **March 15<sup>th</sup>** of each year.”*

*Archdiocese of Seattle Catholic School Policy and Procedure Manual*

***This is confidential information.***

Principal: \_\_\_\_\_  
[Please print name]

School: \_\_\_\_\_ City: \_\_\_\_\_

**Please check appropriate box and initial one section only:**

\_\_\_\_\_ At the present time, it is **my intent to renew** the principal’s covenant.

\_\_\_\_\_ At the present time, it is **my intent to not renew** the principal’s covenant.

\_\_\_\_\_ At the present time, I am **unable to indicate** my intent to renew the principal's covenant.

**PLEASE NOTE** The information on this form is for planning purposes of the Office for Catholic Schools only. It is **NOT** an offer of a covenant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please retain the original of this form in the Principal’s Personnel file at the parish and send a copy to the Office for Catholic Schools, Assistant Superintendent/Personnel by **March 5<sup>th</sup>**.

**Email to: [eugenia.geisel@seattlearch.org](mailto:eugenia.geisel@seattlearch.org)**

## ARCHDIOCESE OF SEATTLE

Office for Catholic Schools

### Recruitment Timetable

#### Principal

**January** Review policy #3.61 (A) in Personnel - Section 3, in the Archdiocese of Seattle Catholic Schools Policy and Procedure Manual. Principal covenant is available online. Notification not to renew a principal's covenant must be received by the principal by **March 15<sup>th</sup>** of the covenant year and be preceded by an evaluation that was conducted by **February 1<sup>st</sup>**.

**March** Intent of principals and parishes sent to the Office for Catholic Schools.

**January – April** Publication of openings for principals sent to current principals, approved principal candidates and College/University Placement Offices.

Search conducted for candidates at local level and by the Office for Catholic Schools (OCS). Applicants must be screened by the OCS before hiring. Applicants who contact parishes without prior approval by the OCS should be referred to the OCS for necessary application materials. The Assistant Superintendent/Personnel will assist parishes in establishing and training Search Committees to help pastors in the hiring of new principals.

#### Teachers

**March – April** The principal will interview or survey all teachers to discuss their intent to return in the next school year.

**April – May 15** Principal will offer renewal or discuss non-renewal of teacher covenants. 3.65 [F]"Notification not to renew a teacher's covenant must be received by the teacher by **May 15<sup>th</sup>** of the covenant year and be preceded by an evaluation that was conducted no later than **March 15<sup>th</sup>**." **Principals are required to confer with Assistant Superintendent/Personnel prior to issuing notice of non-renewal. Our insurance carrier mandates this requirement.**

Notice of intent to resign is given to principal by any teacher (religious or lay) who does not intend to return to the school for the next school year.

**May** Principals will review policy # 3.60 in Personnel - Section 3 in the Archdiocese of Seattle Catholic Schools Policy and Procedure Manual. Special attention should be given to policy #3.60 (C) to assure the just treatment of teachers in the hiring or termination processes.

Application for positions may be made through AppliTrack, or the teacher may send a letter of interest to the local school. The principal can review teacher applicant files on AppliTrack.

**June** Principals send a copy of the "Employee Termination Report" to the Office for Catholic Schools for each teacher leaving the school. (This report is sent anytime during the school year when a teacher leaves employment.)