



Thank you for your interest in a principal position in the Diocese of Jefferson City. We are very proud of the 37 elementary and two high schools we have.

An application for Educational Administration in the Diocese of Jefferson City follows that can be printed out and returned or submitted via email to the Catholic School Office.

Following is the application process for principalship in the Elementary Schools of the Diocese of Jefferson City. Along with the required information, you will need to send a formal letter of application expressing interest in a position. If you are restricted to a certain area of the diocese or applying for a specific school, please indicate that in the letter.

You will be notified if we decide to have a formal interview with you. Please contact me if you have any additional questions.

In Christ's Name,

Donald F. Novotney, superintendent of Catholic schools

Principalship in the Elementary Schools of the Diocese of Jefferson City

APPLICATION PROCESS

Leadership in every school is vitally important; in a Catholic school, that leadership must include the Catholic dimension. For that reason, all principals in the Jefferson City Diocese are to be a practicing Catholic and are expected to hold a Master's degree and a principal's certificate in the state of Missouri. If they have children of school age, the children must be enrolled in Catholic schools, if any are available.

All applications for principalship in diocesan elementary schools are processed by the Catholic School Office before final contract negotiations are completed by the board and pastor of the local school.

The following steps are required:

1. Make arrangements with your college/university to have your official transcript(s) sent directly to the Catholic School Office at P. O. Box 104900, Jefferson City, MO 65110.
2. Have available a second transcript for use when interviewing at the local school. This need not be an official copy; it may be a Xerox of your personal copy.

3. Complete an application form and send it to the Catholic School Office (either by email - preferred, fax or mail). You may append a resume, if desired. Make a copy of the completed application form for use when interviewing with the local school(s). You may request a paper application from the Catholic School Office by calling 573.635.9127 X248 or send an email to schoolassist@diojeffcity.org.
4. Within the application form it is required to list three references. The Catholic School Office will communicate directly with persons listed. The Catholic School Office reserves the right to contact persons in addition to the three references that are listed.
5. Send a copy of your Missouri certificate to the Catholic School Office. Keep a copy for use when interviewing with local school(s).
6. Administrative applicants, who meet basic qualifications, and who are under consideration for hire, are to be interviewed and approved by the superintendent of Catholic schools. Those who have completed the application procedures and are under consideration for hire will be contacted regarding a scheduled appointment.

Upon receipt of the application form, the Catholic School Office will set up a personnel file for you, accessible only to Catholic School Office staff and to the local school pastors and boards in need of principals. All items listed below must be on file in the Catholic School Office before the interview with the superintendent of Catholic schools can take place.

If you are simultaneously applying for both teaching and administrative positions in the diocese, you need to provide only one set of transcripts and one copy of your teaching/administration certificate.

Submit to Catholic School Office:

- Completed application form
- Official transcript
- Resume (optional)
- Original Missouri certification certificate
- Original letters of recommendation
 - Pastor or Cleric
 - Current employer
 - Other
- Request for Child Abuse/Criminal Background Record Form
- Safe Environment Form

Have available for a local school interview:

- Copy of transcript
- Copy of completed application form
- Resume (optional)
- Copy of Missouri certification certificate