

ADMINISTRATION: Bishop

The bishop, as ordinary of the diocese, has the rights and responsibilities for the administration of the diocese, including the educational apostolate. His rights and duties include granting official recognition to Catholic schools, maintaining general supervision over them, and issuing general prescriptions for their operation.

To assist him in this role, the bishop authorizes agencies and appoints individuals, including the Catholic School Office and superintendent of Catholic schools, to whom he delegates certain authority and responsibility. All policies contained in this manual have been approved by the bishop and may not be contradicted by any local policy. Likewise, regulations in this manual are approved by the superintendent of Catholic schools and may not be contradicted by any local regulation.

ADMINISTRATION: Regional or Inter-Parish School

In cases where one school provides Catholic education to significant numbers of students from more than one parish, an agreement shall be reached by representatives of the parishes involved and then approved by the bishop or his delegate, specifically pastoral responsibilities, hiring and contractual agent(s), school board membership, financial arrangements, and other relevant areas.

ADMINISTRATION: Superintendent of Catholic Schools

The superintendent of Catholic schools, appointed by the bishop, is the chief administrative officer of the schools in the diocese and of programs which come under the jurisdiction of the Catholic School Office. The superintendent of Catholic schools is directly responsible to the bishop. A list of duties of the superintendent of Catholic schools is contained in the Job Description: Superintendent of Catholic Schools. (See Appendix #2005.)

ADMINISTRATION: Pastor

The pastor, appointed by the bishop, has the rights and responsibilities specified by Canon Law, including serving as the administrator of the parish. As administrator of the parish, the pastor also is the chief administrative officer of the parish school. Most of the educational responsibilities of this role, however, the pastor delegates to the school administrator/principal and faculty who collaborate with the Catholic School Office. He, however, maintains certain responsibilities including, but not limited to, the final authority of the spiritual aspects of the school and is the local parish legal authority under the Bishop, just as the Bishop's delegate to schools (superintendent of Catholic schools) is the Bishop's agent at the diocesan level.

The pastor shall provide strong leadership to ensure that the entire parish understands and supports the goals of the parish school.

The pastor's approval, normally in writing, is required before any policy recommended by the school board becomes effective.

The pastor, in consultation with the parish finance committee and parish council, is responsible for the financial support of the school. In regard to this responsibility, he relies heavily upon recommendations of the finance committee and parish council regarding the total parish budget. The development of the school budget is a job responsibility of school administrator/principal and school board who present a draft budget to be approved by the pastor and parish council. Specific line items that need to be made in the budget because of cost considerations are generally recommended by the school administrator/principal and school board and given back to the pastor for final approval.

The pastor along with the school administrator/principal work together on the task of arranging financial support with students' parents who do not seem to be active, supporting parishioners or who find themselves in financial difficulties.

When a pastor is newly assigned to a Catholic school for the first time, he will receive, at the bishop's request, an orientation by the superintendent of Catholic schools. Special assistance to any pastor from the superintendent of Catholic schools is available anytime upon request.

ADMINISTRATION: Pastor Delegation of Duties

If the pastor chooses to delegate any of his responsibilities to an associate pastor, such delegation of responsibilities must be clearly defined so as to make it clear to those involved in the operation of the school to whom they are responsible.

ADMINISTRATION: The School Administrator/Principal

The school administrator/principal of a local educational program is responsible for carrying out diocesan and local policies for the program and for facilitating a Christian environment conducive to quality education. The school administrator/principal is directly accountable to the pastor and superintendent of Catholic schools in the fulfillment of his or her educational duties.

The school administrator/principal is hired by the pastor with the approval of the bishop's delegate (the superintendent of Catholic schools). The school administrator/ principal is responsible to the pastor for implementing local policies, issuing appropriate regulations and for supervising the total school program – curricular and extra-curricular activities – including athletics, maintenance, lunch programs, and all other staff and activities that are part of the total school program. In carrying out diocesan policies and regulations, the school administrator/principal is accountable to the pastor and superintendent of Catholic schools.

ADMINISTRATION: Selection and Hiring of a Catholic School Administrator/Principal

The role of the school administrator/principal in the school is an important leadership position. Great care and diligent work needs to be exercised in the search, interview, and selection of this person. The main responsibility for hiring the Catholic school administrator/principal belongs to the pastor working in collaboration with the school board and the Catholic School Office.

It is the responsibility of the school board to be the main search committee to search for, interview, and recommend candidates to the pastor. The pastor might choose to broaden the search committee by including other parish representatives as a part of it.

The Catholic School Office provides assistance to the local community as desired. An interview with the final candidate(s) will be conducted by the superintendent of Catholic schools. The interview and approval by the superintendent of Catholic schools is to take place before a candidate is offered the job or given the impression he or she might be offered the job. This process helps assure the high quality of the school administrators/principals coming into the Diocese of Jefferson City.

ADMINISTRATION: Local Search and Selection Process

Upon determination of a vacancy of the position of school administrator/principal, the pastor or chair of the local school board search committee shall request from the Catholic School Office, a detailed booklet of procedures for the search and selection of a new school administrator/principal. The following offers a brief overview of the local search process. (See Appendix #2102 for further details.)

The school advisory board is responsible for recommending to the pastor the updating of the local job description and for planning a search for qualified potential school administrators/principals. The pastor, in consultation with the school board, appoints a search committee which has the following responsibilities:

1. Keeping direct contact with the superintendent of Catholic schools concerning the vacancies and applicants;
2. Doing preparatory work, (time line, principal role, information, salary range);
3. Advertising and recruiting, (ad copy, local ad placement, recruiting potential candidates);
4. Screening of applicants, (confidentiality, references, screening format, interview invitations);
5. Planning and conducting interviews, (ethics, priority characteristics/skills, interview form, questions, scheduling);
6. Recommendation of candidate(s) to the pastor, (decision, diocesan approval, presentation);
7. Recommendation of candidate(s) to the superintendent of Catholic schools.

ADMINISTRATION: Application for Employment

Every applicant for an educational position in the Diocese of Jefferson City must complete a proper Employment Application Form supplied by the Catholic School Office. (See Appendix #2105.) Besides the required application form supplied by the Catholic School Office, each applicant for an educational position in the Diocese of Jefferson City must present a credential file or its equivalent containing original or certified transcripts of graduate and undergraduate credits, records of religious and state certification, three original, hand-signed written letters of recommendation, including one from a pastor, an I-9 form (See Appendix #4117), and a waiver of confidentiality form. In addition, the applicant must agree to a full background check. Falsification of any documents relevant to the application or records of continuing education shall constitute grounds for immediate dismissal.

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ADMINISTRATION: Background Check

The Safe Environment Program, mandated by the United States Council of Catholic Bishops (USCCB), requires background checks for all personnel and volunteers who may have contact with minors. Administrative candidates for the Diocese of Jefferson City must fill out and return the Background Check Acknowledgement Form (See Appendix #2106A) and the Request for Child Abuse/Criminal Background Record Form (See Appendix #2106B). Employment is contingent upon reports deemed to be satisfactory to the superintendent of Catholic schools and chancellor.

ADMINISTRATION: Qualifications for School Administratorship/Principalship

In a Catholic school, leadership shall include both the Catholic and educational dimensions. For that reason, school administrators/principals in the Jefferson City Diocese are to have the following qualifications:

1. Shall be practicing, committed Catholics in good standing with the Church;
2. Shall hold a philosophy of education that is consistent with this Christian conviction;
3. Shall have at least three years of successful teaching experience, preferably in a Catholic school;
4. Shall hold a master's degree in educational administration and a principal's certificate in the state of Missouri or their equivalent; occasional exceptions to this requirement may be made, e.g., if an applicant is nearing completion of a master's degree or has the equivalent of such requirements, or agrees to work toward Missouri certification within a timeframe approved by the superintendent of Catholic schools;
5. Shall hold or be working toward the appropriate level of religious education certification according to diocesan norms;
6. Shall be capable of fulfilling the responsibilities of the school administrator/principal.

ADMINISTRATION: Religious Education Standards and Certification

School administrators/principals are to be at the Initial Level of Catechist Certification of religious certification within one year of their employment and at the Apprentice Level of religious certification within four years of their employment in the Diocese of Jefferson City. (See Appendix #2109 for details.)

ADMINISTRATION: Continuing Development in Catechesis

The policy on continuing catechetical development requires schools to schedule a workshop in a predetermined area of concentration each year. The areas of concentration would rotate over a six-year cycle with all schools addressing the same area in a particular year. Each of the workshops could be completed in a 3-hour period of time. The workshops could be scheduled at orientation meetings at the beginning of the year or at in-service meetings at some point during the year on an early release day or days. The 3-hour timeframe could be scheduled in one session or divided into two one and one half hour sessions. **Continuing development workshops may not take place on the faculty retreat day. Attendance at the Religious Education Institute or an alternative to the Institute does not fulfill the requirement for continuing development.**

(See Appendix #2110 for details.)

August 9, 2007

May 7, 2004

ADMINISTRATION: Job Descriptions

The Diocese of Jefferson City Job Descriptions for School Administrators/Principals is to be used for each school administrator/principal. (See Appendix #2112.) The job description may be modified with the approval of the superintendent of Catholic schools.

ADMINISTRATION: Job Descriptions

Job descriptions are to be originally signed and dated, and then initialed and dated each year thereafter.

ADMINISTRATION: Equal Employment Opportunity

The educational institutions of the Catholic Diocese of Jefferson City fully support and practice the principle of equal employment opportunity. This means it is the policy to recruit, hire, train, promote, demote, terminate and pay employees without regard to race, color, national origin, age, sex, handicap or disability, veteran or family status, or any other status or condition protected by applicable state or federal laws.

The educational institutions of the Catholic Diocese of Jefferson City are committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to all employees with disabilities who request an accommodation, where their disability affects the performance of job functions. The educational institutions of the Catholic Diocese of Jefferson City may require an employee to provide a certification of the nature and extent of a disability from the employee's health care provider as part of the process used to find a reasonable accommodation. The educational institutions of the Catholic Diocese of Jefferson City further may have its own health care provider examine the employee's disability and evaluate its nature and extent.

This policy is neither exhaustive nor exclusive. The diocese is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

ADMINISTRATION: Contracts/Service Agreements

All educational school administrators/principals in Catholic educational institutions in the Diocese of Jefferson City shall be under contract forms approved by the Diocesan Bishop and supplied by the Catholic School Office. No other employment contracts or service agreements are recognized as valid. (See Appendix #2130.)

ADMINISTRATION: Contracts/Service Agreements

All contracts/service agreements for Catholic school administrators/principals are to be for a service period to cover 12 months.

ADMINISTRATION: Service Days

The amount of on-site service days of the school administrator/principal is to be 200 unless, by mutual agreement between the pastor, board and school administrator/principal, a greater number of days is agreed upon and is required. The 200 days of on-site service requirement is based on the teacher contract service day requirement plus an additional eighteen days.

ADMINISTRATION: Contract Modification

No waiver of modification of a school administrator's/principal's contract or any covenant, condition or limitation contained therein shall be valid unless the modification is in writing and duly agreed to by the school administrator/principal, pastor, and superintendent of Catholic schools. All modifications are to be made through use of the Contract Modification Form. (See Appendix #2132.)

ADMINISTRATION: Contract Release

Only the superintendent of Catholic schools, as the Bishop's delegate, can formally release a school administrator/principal from his/her contract after a contract modification form is completed.

ADMINISTRATION: Contract Breach

In the event the school administrator/principal terminates the contract without the approval of the pastor and the express written consent of the superintendent of Catholic schools, prior to the expiration of the contract term, school administrator/principal, pastor, and Diocese of Jefferson City acknowledge that the exact dollar amount of damages that Diocese of Jefferson City will incur will be difficult to determine. Therefore, school administrator/principal and Diocese of Jefferson City agree that school administrator/principal shall be liable to and pay Diocese of Jefferson City as liquidated damages, the sum of five (5%) percent of school administrator's/principal's annual contract, to reimburse Diocese of Jefferson City for its costs and expenses in employing a replacement school administrator/principal.

ADMINISTRATION: Contract Default (Breach of Duty)

The school administrator/principal shall be deemed to be in default under the contract in the event of any violation of duty hereunder, including, but not limited to, the following:

1. Failure to report to the pastor and superintendent of Catholic schools or chancellor any possible cases of child abuse, sexual harassment, drug and alcohol violations, assault, sexual or otherwise, including serious violence, weapons in the school;
2. Failure to carry out duties;
3. Unprofessional conduct;
4. Insubordination;
5. Falsification of employment application or other documents or other misrepresentation;
6. Knowing violation of a reasonable rule of the school;
7. Unsatisfactory attendance;
8. Reporting to work impaired by alcohol or illegal drugs, the consumption of alcohol or illegal drugs, or the sale of alcohol or illegal drugs on employer's premises during school hours and/or at school sponsored activities for students;
9. Conduct endangering the safety of students or others;
10. Cohabitation without being legally married;
11. Any conduct, in or out of school, tending to reflect great discredit on the school administrator/principal or the school or tending seriously to impair the school administrator's/principal's continued effectiveness as a school administrator/principal, any personal conduct or lifestyle at variance with the policies of the diocese or the moral or religious teachings of the Roman Catholic Church;
12. Dishonesty, including falsifying records of any kind;
13. Insubordination (failure to comply with a direct order of a supervisor);
14. Unauthorized possession of the property of a co-worker's, the school's, the diocese's, etc.
15. Refusal to cooperate in an investigation by the school or diocese, including refusal to take a drug or alcohol test when requested to do so;
16. Job abandonment, i.e., leaving the school's or diocese's premises while on duty;
17. Misuse of the school's or diocese's equipment and/or property;
18. Use of the school's or diocese's name or letterhead for personal reasons;
19. Breach of confidentiality;
20. Any violation of contract.

ADMINISTRATION: Renewal/Non-Renewal

There is no tenure, implied or otherwise, in the Diocese of Jefferson City. Each contract is for one year, and there is no obligation to renew a contract. Renewal is solely by means of a new contract executed by both parties for one year. The repeated issuance of an annual contract does not imply the granting of tenure.

ADMINISTRATION: Renewal/Non-Renewal

The school administrator/principal is to be notified in writing no later than February 15 of the current contract year of the renewal or non-renewal of the contract, unless exceptional circumstances exist which justify notification after that date. The superintendent of Catholic schools will have sole discretion to determine whether exceptional circumstances exist. The new contract is to be signed by the school administrator/principal no later than March 15. In the event a school administrator/principal fails to return a signed contract by March 15, the offer becomes null and void, and the parish and Diocese of Jefferson City no longer have an obligation to offer another contract.

ADMINISTRATION: Mentor

A school administrator/principal new to the Diocese of Jefferson City is to be assigned a mentor school administrator/principal by the superintendent of Catholic schools for one year. This term of mentorship can be extended if, in the view of the superintendent of Catholic schools, more mentorship time is necessary.

ADMINISTRATION: Assistant Principal

Whenever it is deemed advisable, (e.g., in schools over 300 enrollment or in a school with multiple buildings), an assistant principal is appointed yearly by the school administrator/principal after approval by the pastor and superintendent of Catholic schools. The school administrator/principal and assistant principal develop a written plan of shared and/or delegated responsibilities.

ADMINISTRATION: Secretarial Assistance

As much assistance in secretarial work as possible is to be provided for the school administrator/principal.

ADMINISTRATION: Teacher-in-Charge

All schools are to have a teacher-in-charge approved by the pastor, who is to function within the assigned job description in the absence of the school administrator/principal or acting school administrator/principal. (See Appendix #2220.)

The teacher-in-charge is to make required emergency and immediate decisions in the administration and operation of the school when the school administrator/principal or acting school administrator/principal can't be reached. Such situations include, but are not limited to, the following:

1. Crisis situations;
2. Emergencies such as accidents, severe and sudden health problems, major weather changes;
3. Approval of any student or faculty arrivals or departures - either previously approved by the school administrator/principal or of an emergency nature;
4. Deliveries of materials;
5. Communication regarding urgent matters, (e.g., with a police officer checking on a missing student);
6. Locking of the office files, checking lights, and other tasks related to building supervision;
7. Serious discipline issues.

If at all possible, the teacher-in-charge should consult with the pastor or personnel at the Catholic School Office for emergency and/or critical decisions.

ADMINISTRATION: Acting School Administrator/Principal

When one of the situations below arises, and the major duties of administration, except for contractual matters, are performed by a teacher, pastor, or other designated person, this individual is to be referred to as “acting school administrator/principal”:

1. Prolonged absence of the school administrator/principal;
2. The inability of the parish/school system to hire a school administrator/principal due to lack of acceptable candidates;
3. An extended period between the resignation of a school administrator/principal and the hiring of a new one.

The acting school administrator/principal is to perform the duties of school administrator/principal, except for contractual matters, and is responsible to the pastor and superintendent of Catholic schools.

The job description is similar to that of a teacher-in-charge, except the acting school administrator/principal fills this position for a prolonged period. In such cases, the teacher-in-charge job description can be modified (with the approval of the superintendent of Catholic schools) to meet necessary needs. (See Appendix #2220.)

ADMINISTRATION: Acting School Administrator/Principal

All “acting school administrators/principals” are to be interviewed and approved by the superintendent of Catholic schools.

ADMINISTRATION: Catholic Atmosphere

The physical atmosphere of a Catholic school and each classroom is to make clearly evident the Catholic nature of the educational center. A crucifix, a Bible, religious articles, including a statue or picture of Mary, religious reading materials, a prayer center, and religious orientated bulletin boards are all an important part of this Catholic atmosphere.

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ADMINISTRATION: Administrative Time

Ideally, every school has a full-time school administrator/principal to carry out all the responsibilities listed above. Normally, schools with fewer than two hundred students are to have a school administrator/principal who is available at least half-time for administrative and supervisory duties. Schools with two hundred or more students or at least eight (8) staffed classrooms should have a full-time school administrator/principal who is free of regular classroom or other responsibilities, but who may choose to devote some time to working with students.

ADMINISTRATION: Handbooks

All schools are to publish parent/student and staff handbooks. These handbooks are to be reviewed and approved by the Catholic School Office and are to be locally reviewed and revised, if necessary, annually. Handbooks are not effective until they receive diocesan approval.

School handbooks are to have compliance forms signed by the appropriate person indicating that the persons or person has read, understand(s) and agree(s) to abide by the provisions of the handbook. (See Appendix #2350 for sample.)

Copies of current handbooks are to be on file in the Catholic School Office.

The following are lists of the minimum policies and regulations from the *Diocese of Jefferson City Policy and Regulation Manual for Schools* that are to be included in all local handbooks as indicated.

The following minimum policies from the *Diocese of Jefferson City Policy and Regulation Manual* are to be in the local school's teacher handbook.

DSP 4901	Grievance
DSR 1901	Administrative Recourse Procedure
DSP 1902	Penalty Status During Administrative Recourse
DSP 2220	Teacher-in-Charge
DSP 2310	Catholic Atmosphere
DSR 3140	Tax Exemption
DSP 3910	Copyright Law
DSR 3910	Copyright Law (This regulation does not have to be reprinted in each handbook, but a copy is to be made and placed where it is easily accessible to teachers. There is to be a statement in the handbook indicating where the copyright law summary can be found and referenced.)
DSP 4104	Equal Employment Opportunity
DSP 4112	Religious Education Certification (Delete Appendix Reference.)
DSR 4112	Religious Education Certification
DSP 4120	Health Requirement
DSP 4125	Renewal/Non-Renewal
DSR 4125	Renewal/Non-Renewal
DSP 4127	Reduction in Force
DSR 4129	Re-employment after Military Service
DSR 4130	Contract Modifications
DSP 4133	Defaults
DSP 4225	Preparation for Substitutes
DSP 4301	Supervision of Students
DSP 4310	Accident Reporting
DSP 4320	Supervision and Evaluation of Teachers
DSR 4410	Personnel Records
DSP 4515	Jury Duty

DSP 4520	Health Insurance: Teachers
DSP 4530	Annual Allowance: Teachers
DSP 4532	Accumulation of Leave: Teachers
DSP 4534	Prolonged Absenteeism: Teachers
DSP 4536	Family and Medical Leave
DSP 4537	Special Paid Leave for Biological Birth and Infant Adoption When the Employee is the Primary Caregiver
DSP 4540	Retirement Benefits: Teachers
DSP 4545	Worker's Compensation
DSP 4550	Life Insurance: Teachers
DSP 4560	Other Benefits: Teachers
DSP 4570	Liability Insurance
DSR 4601	New Teacher Formation
DSP 4605	Mentor
DSP 4610	Personnel Appearance
DSP 4620	Outside Professional Service
DSP 4650	Electronic and Telephonic Communications
DSP 4801	Anti-Harassment
DSR 4821	Training for Protecting God's Children
DSR 4831	Code of Pastoral Conduct
DSP 5260	Confidentiality
DSP 5305	Catholic Faith and Moral Standard
DSP 5310	Prohibition of Corporal Punishment
DSP 5315	Weapons and Dangerous Instruments
DSP 5370	Release of Individual Students from School
DSP 5380	Search and Seizure
DSR 5380	Search and Seizure
DSP 5405	Parent/Teacher/Student Conferences
DSP 5410	Promotion and Retention
DSP 5520	Drug/Medication Administration
DSR 5585	Referral Limitations
DSR 5810	Child Abuse and Neglect
DSP 5820	Harassment
DSP 5825	Sexual Abuse of Minors (The whole policy does not have to be represented, but the following is to be standard. (1) Paragraph 1 of the Introduction; (2) Paragraph II A - Reporting Procedures; (3) A statement as to where the complete policy can be found.)
DSP 6235	Non-Catholic Student Participation
DSP 6301	Educational Outings and Field Trips
DSR 6301	Educational Outings and Field Trips
DSP 6305	Chaperones and Drivers for Field Trips
DSR 6305	Chaperones and Drivers for Field Trips
DSP 6410	Speakers, Outside Programs, AV Materials (Including Movies and Videos), and Literature
DSP 6425	Student Internet, E-mail and Other Technology Use
DSP 6480	Research and Observation

The following minimum policies from the *Diocese of Jefferson City Policy and Procedure Manual* are to be in the local school's parent/student handbook.

DSP 1305	Educational Authority in the Parish
DSP 1430	Home and School Association
DSP 1901	Grievance
DSR 1901	Administrative Recourse Procedure
DSP 1902	Penalty Status During Administrative Recourse
DSP 5101	Non-Discrimination
DSP 5201	Proof of Guardianship
DSP 5210	Absences and Tardiness
DSR 5211	Written Excuses
DSP 5220	Requests for Family Reasons
DSP 5260	Confidentiality
DSP 5305	Catholic Faith and Moral Standard
DSR 5310	Prohibition of Corporal Punishment
DSP 5315	Weapons and Dangerous Instruments
DSP 5360	Dismissal and Expulsion
DSR 5360	Dismissal and Expulsion
DSP 5370	Release of Individual Students from School
DSP 5405	Parent/Teacher/Student Conferences
DSP 5410	Promotion and Retention
DSP 5520	Drug/Medication Administration
DSP 5575	Student Insurance
DSP 5701	Students with Special Needs
DSP 5820	Harassment
DSP 5825	Sexual Abuse of Minors (The whole policy does not have to be represented, but the following is to be standard. (1) Paragraph 1 of the Introduction; (2) Paragraph II A - Reporting Procedures; (3) A statement as to where the complete policy can be found.)
DSP 6235	Non-Catholic Student Participation
DSR 6301	Educational Outings and Field Trips
DSP 6305	Chaperones and Drivers for Field Trips
DSR 6305	Chaperones and Drivers for Field Trips
DSP 6425	Student Internet, E-mail and other Technology Use

ADMINISTRATION: School Administrator's/Principal's File - Diocesan

The Catholic School Office maintains an active file on every school administrator/principal of a diocesan school. This file contains the school administrator's/principal's original application and at least three (3) written original, hand-signed letters of reference, including one from a pastor, official transcripts from colleges and universities, original copies of Missouri and religious education certificates, copies of annual contracts, verification of completing Protecting God's Children program, annual evaluations and any other records and/or correspondence pertinent to the school administrator's/principal's position and service in the diocese.

To keep the diocesan file current, the school administrator/principal is responsible to submit official transcripts of any degrees, original certificates, or course work completed after the original application is submitted.

When a school administrator/principal moves from the diocese, the information listed above is transferred to an inactive file kept in the Catholic School Office.

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ADMINISTRATION: School Administrator's/Principal's File – Parish

The parish maintains an active file on every school administrator/principal of a diocesan school. This file contains the school administrator's/principal's application and at least three (3) written letters of reference, including one from a pastor, transcripts from colleges and universities, copies of Missouri and religious education certificates, copies of annual contracts, verification of completing Protecting God's Children program, verification and compliance form for the Code of Pastoral Conduct (See Appendix #2481), annual evaluations and any other records and/or correspondence pertinent to the school administrator's/principal's position and service in the diocese.

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ADMINISTRATION: Guides for Determining Salary

A lay school administrator/principal salary is set at the local level. In determining a fair wage, two factors need to be considered:

1. How much the person would earn at 85% of a comparable public school administratorship/principalship in the area;
2. How much the person would earn on the teachers' salary and how much additional is warranted due to added tasks and responsibilities of the school administrator/principal.

A school administrator/principal who is a member of a religious community is to be compensated in accordance with diocesan policy. A sample guideline for determining salary can be found in Appendix #2510.

ADMINISTRATION: Benefits

Diocesan group health insurance is available for school administrators/principals. Health insurance coverage is for the term of the school administrator/principal contract, normally a twelve-month period, as specified in the following:

1. For a new school administrator/principal:  
Health insurance coverage begins on the first of the month after thirty consecutive days of full-time employment.
2. For a school administrator/principal continuing employment:  
There is no break in health insurance coverage during the summer recess for school administrators/principals serving under two successive contracts for the same school or when moving from one diocesan school to another. In an instance where a school administrator/principal transfers from one school to another within the diocese, the first school pays insurance premiums through July 31 and the second school assumes payment for coverage for August and thereafter.
3. For a school administrator/principal who leaves employment of the diocese:  
Health insurance ends on the last day of the month following the separation of employment. For a school administrator/principal completing an annual contract this coverage extends through July 31.

See Appendix #2520 for a summary of Diocesan Health and Life Insurance Benefits.

The following policies for other personnel also apply to school administrators/principals:

4515	Jury Duty
4536	Family Medical Leave Act
4537	Special Paid Leave for Biological Birth and Infant Adoption When the Employee is the Primary Caregiver
4540	Retirement Benefits
4545	Workmen's Compensations
4550	Life Insurance
4560	Other Benefits
4570	Liability Insurance
4580	Unemployment Compensation Exemption

ADMINISTRATION: Absence

If extensive absence raises concern about the school administrator's/principal's ability to fulfill school responsibilities, the pastor and school administrator/principal are to try to resolve the issue. If local attempts to resolve the situation are not satisfactory, the superintendent of Catholic schools shall be consulted to help determine whether the school administrator/principal can meet the terms of the existing contract.

ADMINISTRATION: Professional Growth

The school administrator/principal is responsible for continuous professional growth through reading, consultation, workshops, and inservice opportunities.

ADMINISTRATION: Professional Growth

Each fall the school administrator/principal is to file a professional growth plan approved by the superintendent of Catholic schools and to successfully complete it by the end of the school year.

ADMINISTRATION: Professional Organizations

The school administrator/principal is encouraged to establish membership and other contacts with appropriate professional organizations, especially the National Catholic Education Association (NCEA). The school administrator/principal is to attend the annual convention of the NCEA whenever possible.

ADMINISTRATION: Professional Appearance

The school administrator's /principal's appearance, dress and grooming must be professional and appropriate to both the Catholic administrative position and the education profession. Jeans, sweats, shorts, and other similar items of leisure clothing are not considered appropriate dress for the normal performance of duties and diocesan meetings.

ADMINISTRATION: Shared Vision and Communication

It is essential that all Catholic school administrators/principals in the Diocese of Jefferson City reflect a shared vision for the schools of the Diocese of Jefferson City and a perceived unity, which derives from mutually supported efforts to implement this vision.

Since communication and collaboration are essential in carrying out the teaching mission of the Church in the Diocese of Jefferson City, the Catholic School Office is to establish vehicles and procedures for such communication and collaboration to take place among the school administrators/principals and schools in the Diocese of Jefferson City and the Catholic School Office, including scheduling regular meetings for school administrators/principals.

ADMINISTRATION: Shared Vision and Communication

In addition to regular meetings, the Catholic School Office provides the following special vehicles of communication.

The Advisory Council of Diocesan School Administrators is to be the main communication and shared vision vehicle through which dialogue and collaboration is to take place among school administrators/principals in the Diocese of Jefferson City and the Catholic School Office. (See Series #9000 for guidelines.)

Copies of the minutes of each local school board meeting are to be sent to the Catholic School Office after each meeting.

The Catholic School Office will publish a monthly newsletter during the school year to keep school administrators/principals informed.

The superintendent of Catholic schools will conduct at least one annual visit to each school in the Diocese of Jefferson City.

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May 7, 2004

ADMINISTRATION: Diocesan Meetings

Catholic school administrators/principals are to attend all meetings scheduled by the Diocese of Jefferson City for its school administrators/principals. Such meetings are necessary in order to promote communication, social interaction, peer support, and on-going professional growth. In addition to regular meetings, new school administrators/principals and school administrators/principals new to the diocese, are to attend the new administrators' meeting. If they are hired after these are held, they are to attend the sessions the following year.

ADMINISTRATION: Legal Advice

Catholic school administrators/principals are to be knowledgeable on school law. In cases where there is any possibility of the misapplication of the law or the potential for a legal problem, the Diocese of Jefferson City is to be contacted either by the school administrator/principal or pastor.

ADMINISTRATION: Legal Advice

Legal questions and concerns are to be addressed directly to the superintendent of Catholic schools or chancellor. The diocesan attorney is not to be contacted directly by any school personnel. Direct contacts to the attorney by the schools will result in direct billing to the school for such services.

ADMINISTRATION: Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the parish school board is an advisory board, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

See DSR 1901 for specific regulations regarding the procedure.

ADMINISTRATION: Penalty Status During Administrative Recourse

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the superintendent of Catholic schools to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request can be granted or denied.