

## ADMINISTRATION

### THE BISHOP OF THE DIOCESE

### POLICY

<b>2000</b>
<p>The Bishop, as chief representative of the Church's teaching authority, is officially responsible for all the educational programs within the Diocese of Springfield-Cape Girardeau. Full responsibility for the administration of the Diocesan schools belongs <i>ex-officio</i> to the Ordinary. In order to discharge this duty, he delegates individuals and agencies to assist him.</p>
<p>Approval Date: 1998</p> <p>Review Date: 2009</p> <p>Revision Date:</p>

### DIOCESAN SUPERINTENDENT OF SCHOOLS

<b>2001</b>
<p>The Superintendent is appointed by the Bishop of the Diocese, and represents him in the administration and supervision of the schools under diocesan control. It is the Superintendent's duty to carry out the educational policies of the diocese.</p>
<p>Approval Date: 1998</p> <p>Review Date: 2009</p> <p>Revision Date:</p>

## JOB DESCRIPTION OF SUPERINTENDENT OF SCHOOLS

2002

The Superintendent of Schools will assume the responsibility to:

- A. Provide the leadership and assistance to achieve the diocesan goals and objectives of education.
- B. Translate school policy decisions into guidelines and procedures, and implement these in the schools of the diocese.
- C. Develop curriculum in harmony with the philosophy and aims of Catholic education, and in accordance with the school laws for the State of Missouri.
- D. Interpret the Catholic school system in the diocese to the civic, industrial, educational and special groups of the community.
- E. Promote effective public relations on behalf of Catholic education in the diocese.
- F. Review and be consulted on major administrative decisions reached by regional and parish school boards and administrators.
- G. Give leadership and assistance to the Diocesan School Board and local school boards in developing policy.
- H. Request from each school a calendar that shows the minimum number of days in accord with the policies of the diocese and the school laws of the state of Missouri.
- I. Appoint committees to:
  - 1. Select or develop a diocesan-wide testing program
  - 2. Plan for staff development in the schools of the diocese.
  - 3. Assist local schools in monitoring instructional materials, curriculum, and selecting textbooks.
- J. Provide for annual visitation and evaluation of each school or system of schools in the diocese. (If this is not possible, at least every two years)
- K. Keep abreast of Federal and State legislation that has impact on non-public school education and share this information with those involved in Catholic school education at the local level.
- L. To continually monitor proposed legislation that could impact non-public school education and share that information with all involved in non-public education.
- M. Arrange for professional growth and in-service through institutes, workshops, conferences and staff meetings.
- N. Review and approve of applicants for positions in administration in the schools of the diocese, and to approve of continuation contracts for administrators.
- O. Evaluate annually the Diocesan educational programs and efforts.
- P. Develop long and short-range Diocesan school plans.
- Q. Develop budget for Diocesan School Office.
- R. Help schools in developing budgets on an annual basis.
- S. Assist local school boards in developing foundations and developing plans for long-range financing of Catholic school education.
- T. Report to the Bishop frequently on the schools of the Diocese.
- U. Sign all Diocesan Teacher contracts and keep on file.

Approval Date: 1998

Review Date: 2009

Revision Date:

## **DIOCESAN SCHOOL BOARD**

**2003**

The Diocesan School Board is composed of representative lay persons, priests, and Religious from the diocese. This Board serves as an advisory board to the Superintendent of Schools and assists in formulating school policies. In addition, the Board also reviews regulations and projects recommended by the Superintendent. All policies and decisions of the Board shall be subject to the approval of the Ordinary. Members of the Diocesan School Board are appointed by the Bishop.

Constitution for Diocesan School Board – APPENDIX A

Approval Date: 1998

Review Date: 2009

Revision Date:

## **PASTOR OF A PARISH SCHOOL**

**2100**

All parish administration and supervision is under the jurisdiction of the pastor of the parish. The pastor's duties toward the school are of a spiritual, administrative and financial nature. Where there is a Parish School Board, the pastor is ex-officio the chief administrative officer of the parish school. The pastor delegates his authority to the principal of the school as a professional educator who is responsible to him and to the Parish School Board for the implementation of adopted policies.

Approval Date: 1998

Review Date: 2009

Revision Date:

## PASTORS IN A REGIONAL SCHOOL SYSTEM

**2100.1a**

Pastors who have parishes that belong to a regional school system are members of the regional school board.

Approval Date: 1998

Review Date: 2009

Revision Date:

## DUTIES OF A PASTOR OF AN ELEMENTARY SCHOOL

**2100.1b**

Some of the duties of the pastor include but not limited to:

- A. Be responsible that parish school's philosophy, as well as its goals, objectives and policies be implemented.
- B. Be responsible that adequate religious instruction is given in the school.
- C. Be responsible for the financial administration of the school plant.
- D. Assist in spiritually directing and counseling students.
- E. Provide for the material needs, facilities, maintenance, and clerical assistance for the school.
- F. Confer frequently with the principal regarding the school and attend faculty meetings at least periodically.
- G. Promote interest in the school on the part of parents and other members of the community.
- H. Promote loyalty to the teachers and to the principal by insisting on proper lines of communication when problems arise with parents and students.
- I. Work cooperatively with parish school board/committee and /or home and school association.
- J. Support all diocesan school policies, regulations and decisions.
- K. Confer with principal and Board on hiring or terminating the contract of principal.
- L. Cooperate with Diocesan School Office in the hiring or terminating the contract of principal.
- M. Assist in planning and preparing of annual school budget, and approve of final draft.
- N. Insure that contracts of the school staff are issued by April 15.
- O. Review and sign faculty and administrator contracts for the parish school.

Approval Date: 1998

Review Date: 2010

Revision Date: July 10, 2010

## DUTIES OF A PASTOR OF A HIGH SCHOOL

**2100.1c**

Some of the duties of the pastor include but not limited to:

- A. Be responsible that parish school's philosophy, as well as its goals, objectives and policies be implemented.
- B. Be responsible that adequate religious instruction is given in the school.
- C. Be responsible for the financial administration of the school plant.
- D. Assist in spiritually directing and counseling students.
- E. Provide for the material needs, facilities, maintenance, and clerical assistance for the school.
- F. Communicate expectations with regard to student and staff//personnel participation in parish and diocesan liturgical and special events.
- G. Confer frequently with the principal regarding the school and attend faculty meetings at least periodically.
- H. Promote interest in the school on the part of parents and other members of the community.
- I. Promote loyalty to the teachers and to the principal by insisting on proper lines of communication when problems arise with parents and students.
- J. Work cooperatively with parish school board/committee and /or home and school association.
- K. Support all diocesan school policies, regulations and decisions.
- L. Confer with principal and Board on hiring or terminating the contract of principal.
- M. Cooperate with Diocesan School Office in the hiring or terminating the contract of principal.
- N. Assist in planning and preparing of annual school budget, and approve of final draft.
- O. Insure that contracts of the school staff are issued by April 15.
- P. Review and sign faculty and administrator contracts for the parish school.

Approval Date: 2010

Review Date: 2010

Revision Date:

## **PRINCIPAL CERTIFICATION**

**2100.5**

All Catholic School principals must have a master's degree in Education Administration, must actively pursue a plan for certification for principalship through a plan by the Diocese Superintendent of Schools, or have a Catholic School Administration Certification.

Approval Date: 1998

Review Date: 2010

Revision Date: July 10, 2010

## OTHER SCHOOL ADMINISTRATORS

**2201**

All school administrators, namely, Coordinators of a regional system, Director of a regional system and assistant principals of intent on January 1. This statement is to be returned to the Catholic Schools Office on or before the last day of January.

Approval Date: 1998

Review Date: 2009

Revision Date:

## PRINCIPAL'S JOB DESCRIPTION

2202

The unique role of the Catholic School principal is defined by the primary responsibilities listed below. These are divided into five areas:

- A. Leadership in Community of Faith
- B. Instructional Leadership
- C. Managerial Leadership
- D. Interpersonal Relationships
- E. Professional Responsibilities

### A. Leadership in community of Faith

- 1. Gives evidence of lived Gospel values.
- 2. Supports and implements the philosophy of Catholic education.
- 3. Provides leadership in building faith community.
- 4. Integrates Gospel values and Christian social principles in the curriculum and life of the school.

### B. Instructional Leadership

- 1. Gives evidence of lived Gospel values.
- 2. Supports and implements the philosophy of Catholic education.
- 3. Provides leadership in building faith community
- 4. Integrates Gospel values and Christian social principles in the curriculum and life of the school.

### C. Managerial Leadership

- 1. Executes procedures and policies of the Diocese.
- 2. Demonstrates effective organization skills.
- 3. Provides for effective and efficient day-to-day operation of the school.
- 4. Promotes an environment that is safe and conducive to learning.
- 5. Demonstrates effective problem-solving and decision-making skills.
- 6. Uses resources efficiently and justly.
- 7. Provides direction for the future development of the school.
- 8. Maintains positive public relations.
- 9. Approves and monitors a well-balanced student activity program.
- 10. Works effectively and appropriately with parish/regional school board.

#### D. Interpersonal Relationships

1. Demonstrates positive interpersonal relationships with students.
2. Establishes and maintains effective discipline policies and procedures, based on Christian principles.
3. Demonstrates positive interpersonal relationships with faculty and support staff.
4. Demonstrates positive interpersonal relationships with parents.
5. Demonstrates positive interpersonal relationships with pastor, parish staff and local community.
6. Works collaboratively with local and diocesan officials.
7. Demonstrates effective communication skills.

#### E. Professional Responsibilities

1. Demonstrates a sense of professional responsibility.
2. Keeps abreast of development in curriculum and the learning process and issues related to teaching and educational administration.
3. Interacts with colleagues to further professional growth.
4. Takes advantage of opportunities to further professional growth.
5. Takes appropriate steps to maintain a healthful lifestyle.

Approval Date: 1998

Review Date: 2009

Revision Date:

## HIRING PROCEDURES FOR PRINCIPALS

**2203**

To be hired, all principals need to be approved by the Diocesan Superintendent of schools.

A. Lay principals are hired at the local board or parish level.

B. Principals who are members of Religious Communities are hired at the local level, but only according to agreements worked out between the respective Religious Communities and the Superintendent of Schools with respect to placement procedures. Where the Religious is a member of a Community that has a policy of open placement, the Religious goes through the same procedures as does the lay person.

Approval Date: 1998

Review Date: 2009

Revision Date:

## NEW PRINCIPALS

**2204**

This term refers to a principal being hired for a particular school for the first time.

Approval Date: 1998

Review Date: 2009

Revision Date:

## QUALIFICATIONS FOR ADMINISTRATORS

2205

- A. Be a practicing Catholic
- B. Possesses a teaching certificate on the level of principalship; elementary or secondary.
- C. Have satisfactory health and professional manner.
- D. Have had either several years of teaching experience or professional preparation at the level of principalship; elementary or secondary. Teaching or administrative experience in Catholic education preferred.
- E. If not degree certified as a principal, agrees to begin working towards this in order to be considered for re-hiring. This should be noted on the contract each year.

Approval Date: 1998

Review Date: 2009

Revision Date:

## HIRING PROCEDURES FOR ADMINISTRATORS

2206

- A. Recruiting activities for administrators for a particular school cannot begin until a written statement of intent has been received from the present administrators that he/she will discontinue services at the conclusion of the present year.
- B. Recruitment is done at both the local and diocesan levels.
- C. Application forms for school administrators are obtained from the diocesan School Office and the local school.
- D. The application, professional credentials and other written information are sent directly to the Office of the Diocese Superintendent.
- E. After all required documentation has been received, the Diocesan Office will set review the documentation and recommend, or not recommend the applicant.
- F. Approved applications will be on file in the Diocese School Office. Schools may request copies of these applications.
- G. The applicant wishing a position in a specific school is to present a copy of the approval from the Diocesan School Office to the pastor where there is a parish school, or the President of a Regional Board where one is operating.
- H. An interview team made up of at least three people will conduct interviews. This team may consist of pastor, school board members, past principal, teacher, parent, other administrators etc.
- I. The pastor, assisted by the School Board, or the Regional Board, finalizes contract and hires the applicant. If possible, the hiring of a new administrator is to be concluded by May 15; the original signed contract is sent to the new administrator and a copy to the Diocesan Superintendent of Schools.

Approval Date: 1998

Review Date: 2009

Revision Date:

## CURRENT ADMINISTRATORS

This term refers to present administrators currently under contract.	<b>2207</b>
Approval Date: 1998 Review Date: 2009 Revision Date:	

## PROCEDURES FOR HIRING ON THE DIOCESAN LEVEL

2208

- A. In December, the Superintendent of Schools will contact in writing the pastor or the system School Board President and inquire of them if they have objection to the Diocesan School Office offering a contract to their Administrator.
- a.1 In a system the director takes place of a pastor.
- B. By the first Monday of January, The Diocesan Schools Office will send to each administrator in the Diocesan Schools, a Statement of Intent. If a contract is not to be offered, a Statement of Intent should not be sent. The statement of intent is to be returned to the Diocesan School Office on or before the last day of January. Failure to do this would indicate that the administrator has decided to terminate his/her services at the end of the current school year.
- C. If an administrator indicates their intention to discontinue service, the Diocesan School Office will inform the President of the School Board of this decision by February 7<sup>th</sup>.
- D. If an administrator expressed the request to be contracted, the Diocesan Superintendent will send to the pastor or President of the School Board of this decision by February 7<sup>th</sup>.
- E. If the Diocesan Superintendent cannot approve of the hiring of an individual administrator, this person is to be so informed by the last school day of January. By February 15, the Superintendent of Schools is to give a written statement giving reasons for this decision to the non-approved administrator. A copy of this statement should also be given to the pastor or President of the School Board. If the administrator contests the decision, the Superintendent is to meet with the pastor or Board on this matter, and the non-approved principal is to be invited to attend this meeting.

Approval Date: 1998

Review Date: 2009

Revision Date:

The placement of an administrator by the pastor or Board is to be completed by February 27<sup>th</sup>, and a copy of the signed contract returned to the parish and also a copy to the administrator no later than March 15<sup>th</sup>. Failure to do this will indicate that the administrator does not intend to remain in the present position. The pastor and school board chair will then proceed with recruitment requirements.

Approval Date: 1998

Review Date: 2009

Revision Date:

## ASSESSMENT FOR PROFESSIONAL GROWTH OF ADMINISTRATORS

All Catholic school administrators within the diocese shall be evaluated annually by the Superintendent with input regarding the administrator's professional growth from the respective pastor, school board, faculty, and director, where applicable. The evaluation shall be based on the following criteria.

### Procedures

The philosophy, implementation, procedures, forms and descriptors of the administrator's primary responsibilities are detailed in a separate document *entitled "Assessment for Professional Growth of Principals"* revised August 1995.

Approval Date: 1998

Review Date: 2009

Revision Date:

## INTERVENTION PROCESS

**2216**

Each school shall follow the “intervention Procedure for Administrators and Teachers” when the on-going behavior of an administrator or teacher is questionable. Using the “Directions for Intervention Procedures” will increase the likelihood that documentation is clear and the process is uniform and just. (SEE ADDENDUM A)

Approval Date: 1998

Review Date: 2009

Revision Date:

## ADMINISTRATORS/PRINCIPALS INTERVENTION PLAN

2220

The ordinary criteria for evaluating the job performance of an administrator will be Section 2210 of the Diocesan Policy book, the job description of the Administrator

If members of the Board begin to experience some dissatisfaction with the job performance of their Administrator, it is most imperative that the Board discuss these issues with the administrator as soon as possible. This helps to resolve the issue immediately rather than allowing it to cause disruption later in the school year.

If the lines of communication between the administrator and the Board are constantly kept open, it should enable all parties to experience growth and it should also provide the best possible atmosphere for students and faculty working within that building.

If, after discussing these issues with the administrator, the School Board feels that the issues are sufficiently serious, and that there is a possibility of a continuation contract not being offered to this individual, the following procedures should be followed:

- A. The causes for dissatisfaction need to be placed in writing and sent to Diocese office.
- B. This written statement needs to be shared with the Administrator. It needs to be signed and dated at that time. Likewise, a specific period should be established in which improvement needs to be made.
- C. A Copy of this communication needs to be sent to the Diocesan School Office following its presentation to the Principal. If the individual involved is a member of a Religious Community, a copy should be shared with the Community as well.
- D. Periodic meetings should be held between the Pastor/Board President, the Superintendent and the administrator to see if satisfactory progress is being made in resolving these issues. Summaries of these meetings are to be sent to the Religious Community and the Diocesan School Office.
- E. If these concerns cannot be resolved satisfactorily, the Pastor/Board President, upon the recommendation of the Board, should inform the administrator that a continuation contract will not be offered.
- F. If the Pastor/Board does not plan to offer a continuation contract to an administrator, the administrator must be informed of this in writing no later than February 15<sup>th</sup>.

G. If the administrator wishes to appeal the decision made locally, the administrator must file such an appeal in writing with the Diocesan School Office within five (5) school days after receiving word from the local Board. A copy of this appeal should be sent to the Pastor/Board President as well.

Approval Date: 1998

Review Date: 2009

Revision Date:

## PHILOSOPHY OF SCHOOL

**2500**

Each school or system should develop a statement of its particular philosophy based on its uniqueness and consistent with the diocesan philosophy.

This philosophy and the “*Philosophy of Catholic Schools in the Diocese*” should be reviewed annually by all in the school community.

Approval Date: 1998

Review Date: 2009

Revision Date:

## PARISH ELEMENTARY SCHOOLS

**2510**

Parish elementary schools are those schools whose administration and funds are under parish control. Those schools may include students from adjoining parishes that do not have schools. Local school policy is set by the local school board where the school is located.

(School Board Constitution – Appendix A)

Approval Date: 1998

Review Date: 2009

Revision Date:

## ELEMENTARY AND HIGH SCHOOLS IN A CONSOLIDATED SYSTEM

**2511**

These schools are those whose administration and funds are under the control of a system board composed of representatives from subsidizing parishes in the consolidation. Local school policy is set by the system'

Approval Date: 1998

Review Date: 2009

Revision Date:

## REGIONAL HIGH SCHOOL

**2512**

A regional high school is one whole administration and funds are under the control of a regional board composed of representatives from subsidizing parishes. Local school policy is set by the regional board.

(School Board Constitution – Appendix A)

Approval Date: 1998

Review Date: 2009

Revision Date:

## PRE-KINDERGARTEN

**2513**

Approval Date: 1998

Review Date: 2009

Revision Date:

## MIDDLE SCHOOL

<b>2514</b>
Approval Date: 1998 Review Date: 2009 Revision Date:

## CATHOLIC SCHOOL SYSTEMS

<b>2515</b>
Catholic School systems in the Diocese of Springfield/Cape Girardeau consist of a combination of elementary, middle, and secondary schools.
Approval Date: 1998 Review Date: 2009 Revision Date:

## PROFESSIONAL ORGANIZATION MEMBERSHIP

**2600**

All Diocesan schools should be members of professional educational organizations. The required organizations are MOCAPE & NCEA.

Accreditation – Schools in the Diocese are required to possess an accreditation status from an appropriate accrediting agency.

Each secondary school is to be accredited by an approved accrediting association.

Approval Date: 1998

Review Date: 2009

Revision Date:

## SCHOOL BOARDS

**2800**

Each school system is to have a school board which meets regularly in open session. It is to adopt a constitution which has approval from the Catholic School Office. Minutes of the board meetings are to be forwarded to the CSO on a regular schedule.

Approval Date: 1998

Review Date: 2009

Revision Date:

## **SCHOOL BOARD INSERVICE**

**2801**

School Board Members are expected to attend at least one in-service for school boards which are offered by the CSO periodically. Local administrators are encouraged to do board in-service as needed.

Approval Date: 1998

Review Date: 2009

Revision Date:

## **PARISH SCHOOL BOARD**

**2802**

The parish school board is a consultative and advisory board to the pastor and principal. This board meets on a regular basis and follows a Constitution approved by the Catholic School Office.

Approval Date: 1998

Review Date: 2009

Revision Date:

## DUTIES OF PARISH ADVISORY SCHOOL BOARD

2803

The areas of responsibilities of the local parish school board are:

- The philosophy and mission of the school
- Budgeting/financial planning
- Policy making for tuition/salaries
- Marketing and public relations
- Facilities
- Expansion/closings
- Long range planning

Approval Date: 1998

Review Date: 2009

Revision Date:

## REGIONAL SCHOOL BOARD

2804

Such a Board is responsible for the total school finances and policy-making in a given geographical area containing a number of schools, involving a number of parishes and having an administrative officer responsible for implementing the policies.

There are three such Boards in the Diocese of Springfield-Cape Girardeau:

- A. The Springfield Catholic School Board is responsible to the six parishes in the City of Springfield the education of the students in its one secondary and four elementary Catholic school.
- B. The Joplin Area Catholic Schools Board is responsible for the education of students in the Joplin parishes and the Webb City parish in its one secondary and two elementary Catholic schools. The secondary school of the system also assists other parishes of the area.
- C. Notre Dame High School Board is responsible to the parishes of Cape Girardeau and surrounding areas for the education of their secondary students.

Approval Date: 1998

Review Date: 2009

Revision Date:

## DUTIES OF REGIONAL SCHOOL BOARD

**2805**

These duties are comparable to those specified for the parish school board but with appropriate applications to the regional level. This board has limited jurisdiction.

Approval Date: 1998

Review Date: 2009

Revision Date:

## CONSENSUS DECISION MAKING FOR SCHOOL BOARDS

2810

Consensus through dialogue is the desired process for decision-making with a school board. To be most effective, the process requires that:

- A. The authority inherent in the consultation process must be recognized by all the participants.
- B. The dialogue involves listening as well as speaking on the part of all.

The consensus process involves listening as well as encouraging free and open exchange of ideas. When everyone contributes, the decision is refined and molded into a result that is supported by everyone. A member opposed to a decision that was reached by the group as a whole, should seriously reconsider his/her position and acknowledge the power inherent in the decision making process. Consensus has been achieved when everyone can live with the decision.

To achieve consensus:

- A. Encourage group discussion whereby all members can express their individual concerns.
- B. Develop a general attitude of appreciation for each other's feelings and judgments as a basis for understanding each other's viewpoints.
- C. Focus on areas of agreement rather than disagreement.
- D. Seek through prayer and continued discussion a fair resolution knowing that all have seriously considered what each person has said.

Parliamentary procedure, when skillfully applied, best assures a fair hearing for all. In doing so, it can be a marked aid to consensus. Under these conditions each member should willingly abide by the final result. The art of achieving consensus is a process which requires study, experience, and maturity.

Approval Date: 1998

Review Date: 2009

Revision Date: