



**Diocese of Providence
Catholic School Office**

One Cathedral Square
Providence, RI 02903
Tel: 401- 278-4550 • Fax: 278-4596

PRINCIPAL REQUIRMENTS AND QUALIFICATIONS

Candidates for the position of principal or president in parish or Diocesan School (elementary or secondary) must meet all of the following qualifications and requirements prior to hiring. Independent Catholic schools will generally require similar qualifications and requirements.

- A practicing Roman Catholic in good standing with the Church and evidence of living a life in conformity with the Faith.
- A Master's degree, preferably in education administration.
- A minimum of five years of teaching experience or administration, preferably in a Catholic school. Such experience should be sufficiently broad to provide an understanding of the Pre-K-8, 7-12 or 9-12 structure and the responsibilities necessary to serve as an educational leader in an elementary or secondary school.
- An explicit commitment to developing a Christian spirit and a Catholic community of faith within a school.
- An ability to articulate a Catholic philosophy of education.
- Demonstrated leadership and administrative ability as proven by performance in educational assignments. The candidate must evidence an ability to inspire and motivate, to direct and manage personnel, and to collaborate at all levels with the school's stakeholders—teachers, children, parents, clergy and local school community leaders.
- Evidence of outstanding verbal and written communication skills.
- Completion of the application search process (documentation and interview) and approval by the Superintendent of Schools.
- Successful completion of a Catholic School Leadership Program offered by a Roman Catholic diocese or a graduate level Catholic School Leadership Program offered by an accredited university. In the event that a person is hired who has not completed such a program, he or she generally must begin a program no later than the second academic year as principal and complete it by the end of the third year or arrange with the Superintendent of Schools for an extension. Candidates may contact the Catholic School Office for a list of Catholic School Leadership Programs.