

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 300: ADMINISTRATION

FORM 303.1

PROBATIONARY PRINCIPAL CONTRACT

This agreement is entered into between _____
(hereafter designated as the employer) and _____
(hereafter designated as the employee).

IT IS HEREBY AGREED AS FOLLOWS:

1. **RESPONSIBILITY.** The employee represents that the employee is qualified to fulfill the professional services required in this contract, and that a copy of certificates, qualifications, transcripts, or other required documents are on file in employer's administrative offices.
2. **TERM.** The term of this contract shall begin on _____ and terminate on _____ and includes _____ days of service. Specifically, the agreement is for services rendered from _____ to _____ with payments from _____ to _____.
3. **DUTIES.** The employee promises to support and model the Catholic mission and philosophy of the school, the policies and regulations of said employer and the Diocesan Board of Education, and will faithfully perform the duties of _____ as stated in the job description. Employee will observe the policies, regulations and directives of the Diocese, the local board of education, the State Department of Education and abide by the policies and procedures specified in the Diocesan and local school/parish handbooks.
4. **COMPENSATION.** The employer shall pay the employee a salary of \$ _____ a year, payable in _____ equal (semi-monthly, monthly) installments, less the deductions which are either required by law or authorized under the terms of this contract. Compensation for less than a full year of service will be based on the percentage of days served less any allowed deductions. Unauthorized or leave exceeding that allowed by contract and benefits attachment shall be without pay and may affect job performance reviews.
5. **BENEFITS.** The following benefits shall be provided by the employer: (If using an attachment note that here e.g. see Attachment 1).
6. **DISCHARGE.** The employer shall have the right to discharge, or temporarily suspend the employee during the term of this contract for reason, which may include, but not limited to:
 - a. inefficiency or incompetence;
 - b. insubordination;
 - c. disability, as shown by medical evidence resulting in an inability to teach effectively;
 - d. immoral conduct as identified in *Handbook for Diocesan for Catholic Schools* [Policy 365](#).

Policy Adopted: March 15, 1989
Policy Revised: June 5, 2002
Policy Reviewed: May 17, 2010
Policy Revised: December 2015
Policy Reviewed: October 2019
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