

## ARCHDIOCESE OF PORTLAND IN OREGON

### PRINCIPAL QUALIFICATIONS

1. A practicing Roman Catholic in good standing with the Church.
2. A commitment to the development of a Christian spirit and a Catholic community of faith within a school.
3. A master's degree, preferably in educational administration.
4. A minimum of five years of teaching experience in Catholic schools preferred. Such experience should be sufficiently broad to provide an understanding of the Pre-K-8 or 9-12 structure and the potential to function as an educational leader in an elementary or secondary school.
5. Hold an Oregon Administrator License or its equivalent from another state.  
[Candidates who do not hold an Oregon Administrator License or who cannot convert an out-of-state certificate to an Oregon Administrator License will be required to complete the requirements for certification and obtain an Oregon Administrator License within the **first two years** of employment.]
6. Successful completion of the Department of Catholic Schools leadership program or a similar leadership program in another Roman Catholic diocese. In the event that a person is hired who has not completed such a program, he or she must begin and complete the program during their first year[**s**] as principal.
7. Have leadership ability as evidenced by performance in educational assignments, i.e., have the capacity, enthusiasm, intelligence, and patience to inspire teachers, children, parents, clergy, and local school community leaders.
8. Have completed the Archdiocesan application process

### PRINCIPAL APPLICATION PROCESS (<https://schools.archdpdx.org/principal-position-vacancies>)

- **Applicant downloads the following forms and information from the website:**
  - ◆ Archdiocesan Application Form;
  - ◆ Job Description for School Principal;
  - ◆ Roles and Characteristics of a Principal.
- **Applicant returns the following materials [the items may be sent in separately]:**
  - Completed Application;
  - Completed Philosophy of Education and reason for interest in position;
  - Copies of transcripts showing Master's degree and administrator license program [once hired, official copies must be submitted];
  - Copy of current teaching/administrator's license;
  - Current Resume.
- **Submit letters of recommendation from the following people:**
  - Pastor or Religious Superior [verification of status as a practicing Catholic in good standing with the Church];
  - Immediate past employer;
  - Two other professional references.

When all materials have been received, the Department of Catholic Schools forwards a copy of the candidate's file containing the application and recommendations to the local principal search committee(s). All application materials should be emailed to [dcs@archdpdx.org](mailto:dcs@archdpdx.org)