Dear Applicant,

It is with joy that I write this cover letter to you in anticipation of an exciting 2020-2021 St. Cecilia School year. Our school has been a foundation of the local community for over one hundred years. Steeped in rich family values, our SCS’s community is looking for a leader whose life is centered in Christ and can witness their faith to others.

As you pray through the application process, know that our parish and school family have been praying for you. God’s providence has guided and directed SCS to be a strong and stable source of light to all who encounter its mission. We are eager to meet you and to hear how God has led you to this application process.

Please find in this packet a job description and an application form. This form is due by December 6 at noon. Please choose a delivery option below:

In Christ,

[Signature]
Fr. Michael Delcambre

Email:
frmichael@shbroussard.org

Mail:
Sacred Heart of Jesus Catholic Church
Attn: Fr. Michael Delcambre
PO Box 737
Broussard, LA 70518

Hand Deliver:
Sacred Heart of Jesus Catholic Church
200 W. Main St.
Broussard, LA 70518
Office hours: 8:00am-noon, 1:00pm-4:00pm; Fridays: 8:00am-noon
St. Cecilia School  
302 W. Main St.  
Broussard, LA 70518

Title: Principal  
Position Reports To: Pastor of Sacred Heart Catholic Church  
Hours: Full Time Salary Exempt

Job Description:

Religious Leadership:
1. Promote a spirit of Christianity consistent with the teachings of the Catholic Church;
2. Assure that an effective religion program is implemented in accordance with the pastor's guidance and diocesan policy;
3. Work with the pastor and Director of Spiritual Formation to enhance the spiritual life of the school community including faculty, students and parents;
4. Work toward an aligned mission and vision with Sacred Heart parish;
5. Strive to insure that the mission and vision of the school is clearly defined, communicated and lived.

Administration:
1. Assist local advisory council in the development of school policy;
2. Implement diocesan and local advisory council policies;
3. Keep school clientele informed through written and oral communications;
4. Maintain current, effective and comprehensive handbooks for faculty, students and parents;
5. Meet diocesan deadlines and work cooperatively with the Office of Catholic Schools.

Enrollment:
1. Apprise the diocesan office of student enrollment;
2. Enforce admission criteria set by diocesan and school policies;
3. Plan and supervise registration procedures.

Curriculum:
- Work with the Curriculum director and assure the success of:
  1. Periodic curriculum review to insure it meets the needs of the students;
  2. Provide leadership in evaluating and improving instructional programs;
  3. Establish scheduling procedures and make assignment of faculty and students;
  4. Insure that the curriculum is permeated with the Catholic faith dimension;
  5. Keep the pastor and advisory council apprised of the school's educational programs.
Staffing:
1. Recruit and hire individuals for professional and support staff in accordance with diocesan policies and state requirements;
2. Provide job descriptions for professional and support staff;
3. Assign duties and responsibilities to appropriate personnel;
4. Provide orientation for all teachers regarding the school’s policies and educational programs;
5. Evaluate school personnel and make decisions relative to re-contracting or dismissal;
6. Apprise pastor of staffing decisions;
7. Apprise council of staffing decisions.

Finance:
- Work with the Bookkeeper and assure the success of:
  1. Annual budget reflecting the values of the mission and vision and operate within approved budget parameters;
  2. Prepare and present periodic financial reports to the school and parish finance councils;
  3. Review and negotiate all vendor contracts to ensure SCS’s best interest;
  4. Afford parents the opportunity to apply for available financial assistance.

Facility:
1. Maintain physical campus facility;
2. Comply with state health and safety regulations.

Public Relations:
1. Maintain two-way communication with school clientele;
2. Promote a positive image of the school in the local community;
3. Inform public about events in the school;
4. Work with the Development Director to execute an effective development program.

Requirements for Application:
1. Have a faith-filled relationship with Jesus Christ and can witness to this faith publicly in word and action;
2. Be a practicing Catholic with a commitment to the philosophy of Catholic education;
3. Have a master’s degree and meet all diocesan and state standards of principalship;
4. Possess any other qualifications as determined by the pastor in consultation with the local advisory council and by the superintendent.
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SAMPLE LETTER FOR OBTAINING REFERENCES

(SCHOOL LETTERHEAD)

_____________________________ has applied for the position of principal at
(Name of Applicant)
_____________________________ School. Your name has been given as a
reference. May we ask you to give us some idea of the qualifications of the applicant
for the position? Your response will be kept confidential. Thank you.

_____________________________

Signature

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PERSONAL QUALIFICATIONS:

PROFESSIONAL QUALIFICATIONS:

ADDITIONAL COMMENTS:

Would you hire the applicant? Please explain.

DATE:_________________________ SIGNATURE:_________________________________