



PRINCE ALBERT CATHOLIC SCHOOLS

Application for

ADMINISTRATIVE POSITIONS

Information for Candidates

I. Practices Surrounding Screening of Candidates

1. The Director of Education and Assistant Director of Education shall screen applicants based on qualifications and references, after which selected candidates will be invited to participate in an interview.
2. All applications for administrative positions will be treated as confidential.
3. Confidential written assessments of each candidate will be obtained from the last two immediate supervisors whenever possible, and submitted in sealed envelopes along with one's application.
4. Applicants are required to provide Faith Reference documentation that is to be sent directly to the Director of Education.
5. In addition to a confidential pastoral reference, each applicant is to provide a confidential letter of reference in a sealed envelope from a) a member of one's school staff, and b) from an individual who will provide a wider perspective of one's leadership, scholarship, or community involvement.
6. All references will be treated as confidential.

II. Practices Surrounding Interviewing of Candidates

This is the second stage of the selection process. A committee will be established to interview selected applicants to help determine their suitability as an administrator in the Prince Albert Catholic school division.

A. GENERAL INFORMATION

Name: _____

Position(s) Sought - please check all that apply: _____

Principal

Vice-Principal

English

French Immersion

K-6 Elementary

K-8 Elementary

High School

Present Board (if not P.A. Catholic): _____

Present Position: _____

Home Parish: _____

B. EDUCATION

<u>Degree</u>	<u>University</u>	<u>Year of Completion</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. WORK EXPERIENCE

Teaching/Administrative Experience

<u>Name of School</u>	<u>Grade/Subject/Position</u>	<u>No. of Years</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. SKILLS, EXPERIENCES and ACCOMPLISHMENTS

For each of the following leadership domains, briefly describe your understanding, and provide evidence of growth/achievement/competency.

1) Distinctive Catholic Leadership

2) Philosophy (your beliefs and personal convictions)

3) Vision (your vision for a school)

4) Organization (your skill level re: organization/management)

5) Curriculum Actualization (your knowledge and support of curriculum actualization)

6) Instructional Strategies (your knowledge and application of instructional strategies)

7) Instructional Resources

8) Staff Development

9) Interpersonal Relationships



PRINCE ALBERT CATHOLIC SCHOOLS
118 - 11TH Street East
Prince Albert, SK
S6V 1A1

"Teaching Children in Faith, Hope and Love"

MESSAGE TO APPLICANTS

Procedures for submitting Faith Reference documents:

1. Complete the 'Faith Letter'. Please note that question 3 is intended to highlight faith-based activities outside of traditional forms of Church participation. Examples include formation programs, Catholic youth leadership and volunteer experiences with Catholic organizations.
2. Request that your parish priest complete the 'Pastoral Letter' form (provide him with a blank copy). Please also provide your parish priest with the *Message to Pastors*. The parish priest is to submit his form directly to the Director of Education.

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FAITH LETTER

(To be completed by candidate)

FAITH REFLECTIONS:

1. Which parish do you presently attend? _____
 - a) Have you formally registered at the parish? _____
 - b) Year registered? _____

2. List the parish ministries in which you are or have been involved.

3. Describe the other faith-based activities that you are or have been involved in.

4. I am interested in Catholic school division leadership because ...

5. I see myself continuing to grow in my faith life as a Catholic administrator through:

Applicant's Name (print)

Date

Signature

Please feel free to use additional paper if required.



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Message To Pastors

Our school division's effectiveness is impacted by the quality of our staff more than any other single factor. Our division has endeavored to employ high quality men and women who are committed to the unique mandate of Catholic Education. To that end parish priests play a significant role in assessing the suitability of school leadership candidates to our system by completing spiritual references. The feedback that you provide through this process is valued greatly.

For your information, once an individual is employed by our School Division we require that:

- ◆ He/she will register and remain active at a Catholic Parish in the Diocese of Prince Albert.
- ◆ He/she will abide by the ideals and principles common to members of the Catholic Church and, by word and example, encourage Catholic students and staff to do likewise.

Please sign, and use parish stamp or seal on document, and mail the completed form directly to:

Tim Jelinski
Director of Education
Prince Albert Catholic Schools
118 - 11th Street East
Prince Albert, Saskatchewan
S6V 1A1

Parish Name: _____ Date: _____

Address: _____ Telephone: _____

_____ Postal Code: _____

Candidate's Name: _____

This letter will acknowledge my introduction to this prospective administrator with the Prince Albert Catholic School Division.

Pastor Comments:

Pastor's Name (Print)

Date

Signature

PRINCE ALBERT CATHOLIC SCHOOLS

CONFIDENTIAL ASSESSMENT

Candidate's Name

Please use the following scale for your rating of the candidate:

VE – Very evident

NE – Not Evident

SE – Somewhat Evident

NO – No Opportunity to Observe

Please assess this candidate with respect to his/her current position.

PERSONAL CHARACTERISTICS	VE	SE	NE	NO
• Demonstrates commitment to Catholic education				
• Is dedicated and motivated				
• Possesses emotional balance and stability				
• Is enthusiastic, cheerful and optimistic				
• Displays self-confidence				
• Is adaptable and flexible				
• Treats others with dignity and respect				
• Is self-reliant and independent				
• Demonstrates good judgement				
• Is courageous and a risk taker				
• Deals well with stressful situations				
• Sets high standards and models them				

General Comments: Please also comment on any item which you rated either VE or NE.

Please use the following scale for your rating of the candidate:

VE – Very Evident

SE – Somewhat Evident

NE – Not Evident

NO – No Opportunity to Observe

LEADERSHIP SKILLS	VE	SE	NE	NO
• Is a good listener				
• Demonstrates positive relationships with students, parents and other staff members.				
• Works efficiently and effectively with others				
• Is able to manage and resolve conflict effectively				
• Is able to communicate clearly, orally and in writing				
• Is able to plan and organize effectively				
• Is able to analyze and solve problems				
• Is able to collaboratively develop a vision and motivate others to adopt it				
• Is an effective decision-maker				
• Empowers colleagues				
• Is able to discern community needs and respond appropriately				
• Involves parents in a meaningful way				
• Encourages high expectations				

General Comments: Please also comment on any item which you rated either VE or NE.

Please use the following scale for your rating of the candidate:

VE – Very Evident

NE – Not Evident

SE – Somewhat Evident

NO – No Opportunity to Observe

EDUCATIONAL AND ADMINISTRATIVE KNOWLEDGE	VE	SE	NE	NO
• Demonstrates an understanding of Catholic education				
• Is an effective teacher				
• Expresses and practices a well-defined philosophy of education				
• Demonstrates knowledge of effective instructional practice				
• Manages student behavior effectively				
• Demonstrates knowledge of curriculum development, implementation and evaluation				
• Promotes and facilitates effective staff management				
• Pursues professional development activities				
• Pursues administrative knowledge and skill development activities				
• Demonstrates a knowledge of leadership principles and practices				
• Understands change – theory and process				
• Demonstrates a knowledge of organizational and human behavior				

General Comments: Please also comment on any item which you rated either VE or NE.

OVERALL ASSESSMENT

	very good	good	fair	poor
a) Please indicate your overall assessment of this candidate in his/her <u>current position</u> .				

Comments:

	very good	good	fair	poor
b) Please indicate your overall assessment of this candidate's potential for an <u>administrative position</u> .				

Comments:

c) Please describe this candidate's:

i) Strengths

ii) Limitations

Name of person completing reference (print)

Signature

Relation to applicant

Date