

**ST. GREGORY CATHEDRAL SCHOOL
500 SOUTH COLLEGE
TYLER, TEXAS 75702
903-595-4109**

PRINCIPAL APPLICATION PROCESS

St. Gregory Cathedral School endeavors to fulfill the educational mission of the Catholic Church, the Texas Catholic Conference and the Diocese of Tyler by making the person Jesus known, by building community, by training for service and all within the scope of the Eucharistic reality. These schools assist the ongoing formation of the whole Christian person. They foster a unique environment that enables the four pillars of the human person (intellectual, spiritual, apostolic and human) to be nurtured.

Principal Qualifications

Principal qualifications are set forth by the Diocese of Tyler Catholic Schools Office and the Texas Catholic Conference Education Department.

1. The principal must be a practicing Roman Catholic in good standing with the Church.
2. The principal must have a commitment to ongoing formation in catechetical and spiritual leadership development.
3. Hold a Master's Degree with 18 credit hours in educational administration and supervision courses.
4. Have a minimum of five (5) years of teaching/administration experience in Catholic schools.
5. Must have awareness of purpose, goals, and philosophy of Catholic education programs

In order for your application to be considered complete, the following items must be received by the school.

1. Completed Application
2. Résumé
3. Official Transcripts (copies accepted unless you are offered a contract, then originals should be sent directly to the school)
4. Copy of your Texas Administrator's Certificate and Texas Teacher's Certificate (out of state certificates will be accepted if noted your Texas Certificate is in progress)
5. Reference Letters: two (2) professional; one (1) character/religious; and one (1) personal

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PRINCIPAL APPLICATION

This application must be filled in completely and accurately. Please submit Official Transcripts (showing grades) from all institutions of higher learning attended and a Résumé to Rev. Hank Lanik, Rector of the Cathedral.

DATE OF APPLICATION: _____ DATE AVAILABLE: _____

PERSONAL INFORMATION:

Name: _____
 Last First Middle Maiden

Address: _____
 Street City State Zip

Telephone: (Home) _____ (Work) _____

(Cell) _____ E-Mail: _____

Are you legally eligible for employment in the United States? Yes No

Your Parish Name: _____

Address: _____ City/State/Zip: _____

Name of Pastor: _____ Telephone: _____

Have you ever been employed by a Diocese of Tyler Catholic school? Yes No

If yes, please complete the following:

School: _____ From _____ To _____

QUALIFICATIONS: Degree: MA Ed.S. Ed.D. Ph.D.

Major: _____ Minor: _____

CERTIFICATION:

Do you hold a valid Texas Administrator Certificate? Yes No

If you circled yes, please complete: Number _____ Expiration Date: _____

If you circled no, can you qualify? Yes No

If no, please explain: _____

Teaching Certificate (Date of certification and the State of issue) _____

Do you have Diocesan Religious Education Certification? Yes No

(Arch)Diocese _____ Type _____

ADMINISTRATIVE AND TEACHING EXPERIENCES:

List all current and previous positions in chronological order starting with the most recent. Please complete this section and attach additional sheets as needed.

Employed from (Mo./Yr.) _____ To _____

Name of School _____

Address _____ City/State _____

Name of Principal/Supervisor _____ Phone Number _____

Job Title _____ Department _____

Grade/Subject(s) Taught _____

Work Performed _____

Reason for leaving _____

Employed from (Mo./Yr.) _____ To _____

Name of School _____

Address _____ City/State _____

Name of Principal/Supervisor _____ Phone Number _____

Job Title _____ Department _____

Grade/Subject(s) Taught _____

Work Performed _____

Reason for leaving _____

ADMINISTRATIVE AND TEACHING EXPERIENCES CONTINUED: (Please attach another sheet if necessary.)

Employed from (Mo./Yr.) _____ To _____

Name of School _____

Address _____ City/State _____

Name of Principal/Supervisor _____ Phone Number _____

Job Title _____ Department _____

Grade/Subject(s) Taught _____

Work Performed _____

Reason for leaving _____

Employed from (Mo./Yr.) _____ To _____

Name of School _____

Address _____ City/State _____

Name of Principal/Supervisor _____ Phone Number _____

Job Title _____ Department _____

Grade/Subject(s) Taught _____

Work Performed _____

Reason for leaving _____

Is your employer aware of your application? Yes No

May we contact your present employer to check your work record? Yes No

EDUCATION BACKGROUND: Please complete this section and attach additional sheets as needed.

Did you attend a Catholic school? Yes No

Please mark all that apply:

Elementary _____ Secondary _____ College _____

EDUCATION BACKGROUND:

Name of College Attended: _____

Address: _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

Name of College Attended: _____

Address: _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

Name of College Attended: _____

Address: _____ City/State: _____

Dates attended (Mo./Yr.): From: _____ To: _____

Degree Earned: _____ Graduation Date (Mo./Yr.): _____

Academic Major: _____ Academic Minor: _____

ADDITIONAL BACKGROUND INFORMATION: List special skills, technical or professional knowledge, professional memberships, honors, achievements, interests, etc. that you would consider helpful in completing the profile of your background. (Please attach another sheet if necessary.)

List Professional Growth: Workshops, Seminars, Courses, etc. attended in the last three (3) years:

PLEASE ANSWER THE FOLLOWING:

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?
Yes No

Have you ever been dismissed from any position because of immoral conduct, unprofessional conduct, unfitness for service, or unsatisfactory service? Yes No

Have you ever pleaded guilty or *nolo contendere* (no contest) to or been convicted of a felony or misdemeanor involving moral turpitude, regardless of disposition? (A crime of moral turpitude is one involving dishonesty, misrepresentation, deliberate violence, or contrary to good morals. Conviction is the adjudication of guilt or the assessment of probation or community service for violation of the Penal Code. Deferred Adjudication is deferred of further proceedings and adjudication of guilt by the Court after receiving a plea of guilty or *nolo contendere* by the Defendant.) Yes No

Has your teaching/administrative contract ever failed to be re-offered? Yes No

Have you ever been compelled to resign from a teaching/administrative position? Yes No

If you answered "yes" to any of the preceding questions, a full explanation must be given and attached to this application.

ANSWER THE FOLLOWING QUESTIONS ON ANOTHER SHEET:

1. How would you assure the Catholic identity of your school and of the programs and activities within your school?
2. Successful organizations operate with a vision. Describe your vision of Catholic education. How would you set the foundation of your vision with the school pastor, the staff and the parents/guardians within the community?

ANSWER AT LEAST ONE OF THE FOLLOWING QUESTIONS ON ANOTHER SHEET:

1. Provide specific examples of how you would develop a "team" within the school, the parish, and the community.
2. During your first year as principal, how would you go about determining the strengths and weaknesses of the school?
3. How would you provide for the professional growth of staff members?
4. What characteristics do you believe makes an outstanding teacher? How do you identify those characteristics?

REFERENCES: Please request a letter of recommendation from two (2) of your most recent principals or supervisors along with one (1) character/religious and one (1) personal reference to be sent directly to the school.

PROFESSIONAL REFERENCE:

NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE NUMBER: _____ RELATIONSHIP: _____

PROFESSIONAL REFERENCE:

NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE NUMBER: _____ RELATIONSHIP: _____

CHARACTER/RELIGIOUS REFERENCE:

NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE NUMBER: _____ RELATIONSHIP: _____

PERSONAL REFERENCE:

NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE NUMBER: _____ RELATIONSHIP: _____

Minimum Salary Expectation _____

PLEASE INITIAL EACH OF THE STATEMENTS BELOW:

_____ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my ministry involvement.

_____ I hereby authorize St. Gregory School to conduct a personal and professional background check for the purpose of this application. The school may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the contact with the individuals for purpose of employment or volunteer services.

_____ I also hereby give complete permission for St. Gregory School through the Diocese of Tyler to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment or volunteer services.

_____ I understand that investigative background inquiries may be made on me including consumer credit, criminal convictions, motor vehicle or other reports. These reports will include information as to my character, work habits, work performance, education, worker's compensation claims and experience along with reasons for termination of employment from previous employers. I understand this information will be requested from various Federal, State, and other agencies.

_____ I waive any right that I may have to inspect any information provided about me by the persons previously mentioned. I have also read and understand the above stated information within this release and am signing of my own free will.

_____ I understand that a criminal background check will be conducted prior to and during my service. I authorize investigations of all statements contained in the application.

_____ I agree to provide access to my social media sites and agree to comply with the Diocese of Tyler Social Networking Guidelines and the school's social media policies.

_____ I agree to observe all of St. Gregory School guidelines and policies for the program in which I am applying.

_____ I understand St. Gregory School has a **ZERO TOLERANCE FOR ABUSE** and takes all allegations of abuse seriously. I further understand that St. Gregory School cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

_____ I understand that I can withdraw from the application process at any time.

_____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial of the application to provide employment and/or volunteer services and that refusal to inform St. Gregory School of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ I will notify my parish, school, or agency and the Business Office of the Diocese of Tyler if arrested or charged as well as if convicted.

_____ My signature indicates that I have read and understand the above. Do not sign until you have read and initialed the above statements.

I understand that I must attend the Diocese of Tyler Ethics and Integrity for Church Personnel Awareness Training and then, within six (6) months of the hired date, complete the Diocese of Tyler Ethics and Integrity for Church Personnel Basic Training. Attendance and a criminal background clearance will be required for the validation of a contract with St. Gregory Cathedral School. The cost of conducting a criminal background check will be paid by the applicant.

Signature: _____ Date: _____