

Administrator Application Form

FULL NAME: _____

PRESENT ADDRESS: _____ Home Telephone:(____)_____

Daytime Telephone:(____)_____

_____ Fax:(____)_____

Postal Code: _____ Cellular:(____)_____

Email Address: _____

PERMANENT ADDRESS: _____ Home Telephone:(____)_____

(if different from above)

_____ Postal Code:_____

DATE OF APPLICATION: _____, 20_____

- This application is for:** _____ Holy Cross Elementary School, PENTICTON
(check one or more) _____ Immaculata Regional High School, KELOWNA
_____ Our Lady of Lourdes Elementary School, WESTBANK
_____ St. Joseph Elementary School, KELOWNA
_____ St. Joseph School, NELSON
_____ St. Mary's School, CRANBROOK
_____ St. Michael's School, TRAIL

Please submit the completed Application Form and supporting documentation to:

Superintendent of Schools

Catholic Independent Schools of the Nelson Diocese
c/o Charity Hall, Immaculate Conception Parish
839 Sutherland Avenue, Kelowna, BC V1Y 5X4
Telephone: (250) 762-2905 Fax: (250) 763-2740
Email: superintendent@cisnd.ca

CATHOLIC IDENTITY AND EXPECTATIONS FOR ADMINSTRATORS

Administrators in Catholic schools share the very mission of the Church to lead and sanctify not only by professional leadership and instruction in the school but by personal commitment to the truths and moral guidance given by Christ. The excellence of a school depends, to a very large measure, on the quality of the staff.

In assisting administrators to meet their commitment to the students, parents, community and the profession, the following expectations are developed:

- Catholic administrators are expected to model a faithful Catholic life which includes the celebration of holy mass on Sundays, participation in the sacraments, daily prayer and striving to live in harmony with the gospel teachings as interpreted by the Church;
- Administrators are expected to follow, both while in and out of school, the lifestyle and deportment in harmony with Catholic teaching and principles;
- As Catholic leaders, we have a special responsibility to encourage students to achieve his/her maximum potential as we work to stimulate the spirit of inquiry, the acquisition of knowledge, understanding and the thoughtful formulation of worthy goals;
- As Catholic leaders, we help students and staff see the relevance of a Christian value system in their daily lives;
- In his/her relationship with others, the administrator shows concern, love and respect for each student and staff member called by God to a uniqueness that is the dignity of each individual;
- In his/her relationship with the other staff members, the administrator shows care and concern for their total welfare and for their growth as persons and Christians;
- In his/her relationship with the parents of the students, the administrator recognizes that the parents are the primary educators of their children and that the school and teacher are partners with the parents in this important undertaking;
- As Catholic school leaders, our schools strive to create a Christian environment which promotes sound moral and professional judgment. Through their spirit of joy and enthusiasm, our staff members encourage others to join them in their apostolate of teaching in a Catholic school.

In brief, if our Catholic schools are to attain the aims and objectives of Catholic education, it is not enough that our administrators be academically well-qualified nor is it enough that they know the right things to say about the Catholic faith to the students,

staff and parents. **First and foremost, our administrators must be and must live what they teach.**

HEALTH

Applicants should be in good physical and mental health in accordance with the requirements of a leadership position.

EXTRA-CURRICULAR AND STUDENT SUPERVISION

Involvement in extra-curricular activities and student supervision is an expectation in the Catholic schools of the Nelson Diocese.

I have read and understand the expectations required of administrators hired in the Diocese of Nelson.

Signature: _____ **Date:** _____

3. CERTIFICATION

Independent School Certificate No. _____ **or**

BC College of Teachers' Certificate No. _____

Type of Certificate: [] Interim [] Professional [] Restricted

Out-of-Province Teaching Certificates: _____

***Photocopy of Teaching Certificate(s) must be attached.**

4. TEACHING and ADMINISTRATIVE EXPERIENCE

List all previous professional teaching and administrative experience beginning with most recent.

Employer and Address	School	Month and Year From To	Assignments/ Grades Taught	Name of Principal or Supervisor

NOTE: Please use additional sheet, if necessary.
Please attach a copy of your most recent evaluation report from your employer.
 (Proof of teaching and administrative experience will be required if hired.)

TOTAL number of full-time years of teaching and administrative experience: _____

Years: in B.C. _____ in other provinces _____ in other countries _____

6. REFERENCES

Name of **Catholic** parish you are currently attending: _____

Please provide the name and address of your **current** pastor:

Name: _____ Telephone: (____) _____

Email Address (or mailing address if no email) _____

In addition, submit two (2) professional references including one from your most recent employer.

1. Name: _____ Daytime Telephone:(____) _____
Evening Telephone:(____) _____ Email Address: _____
Position: _____

2. Name: _____ Daytime Telephone:(____) _____
Evening Telephone:(____) _____ Email Address: _____
Position: _____

7. DECLARATION

I declare that the statements made by me in this application are true and complete to the best of my knowledge and beliefs and are made in good faith. I understand that if any of these statements or the information contained herein are untrue or incomplete, this application may be rejected and/or my appointment to a position may be rescinded.

I hereby authorize the Catholic Independent Schools of the Nelson Diocese to conduct personal reference checks in connection with my application for employment. I further understand that confidential professional reference reports provided at the time of my application will not be made available to me.

Signature of Applicant

Date