



EDMONTON CATHOLIC SCHOOLS

Lumen Christi Catholic Education Center – 9450- 50 Street NW – Edmonton, AB – T6B 2T4 ♦ www.ecsd.net
Leadership Services

Principal Application Form



support, planning, training & leadership!

"I, your Lord and Teacher, have washed your feet. So you also should wash one another's feet." (John 13:14)



EXTERNAL PRINCIPAL APPLICATION FORM

GENERAL INFORMATION

Eligibility

The role of the School Principal has greatly evolved; schools have become larger; our leaders are required to be committed, contributing Catholic Disciples; responsibilities for teaching and learning within schools have expanded; knowledge of provincial policies and division administrative procedures is now essential and increased expectations on accountability are but a few significant differences for today's administrator. The following are basic conditions that must be met when applying. By checking the boxes, you are indicating that you have read and understood the minimal requirements and statements.

- ☐ A practicing Catholic
- ☐ A minimum of five years of teaching experience
- ☐ A minimum of three years of successful principal experience
- ☐ A continuous designation as principal with current employing board
- ☐ minimum of one year towards Master's degree

See Administrative Procedure 432 [Eligibility Requirements of Administrators](#).

Application Procedures

- Applications are to be completed electronically using the most current application form and in their original format.
- Applications are being accepted on an on-going basis.
- Applicants may contact Janis Williamson-Bourget in Human Resource Services at 780 441-6000 at any time to verify the status of their application.
- Completed applications are to be sent to LeadershipApplications@ecsd.net.

[Elana Simington](#)

Division Principal – Leadership Support
Services

Ph: 780-441-6050 | Cell: 780-915-8120

1. **Cover letter**
2. **Curriculum Vitae / Resume (please include three diverse references attesting to your experience as principal)**
3. **Pastoral Reference Form** completed by a member of your pastoral team, attesting to your active involvement in the life of the Catholic Church.

Statements and references may be submitted electronically to LeadershipApplications@ecsd.net. The email will be considered as the signature. An original form is not required if submitted electronically.

PASTORAL REFERENCE – General Information for Candidate

It is the responsibility of the applicant to ensure that the application is completed and returned to LeadershipApplications@ecsd.net .

The feedback that is provided to the Principal Assessment Team is very important and plays a significant role in the selection of individuals for administrative positions. The candidate understands that the “Pastoral Reference” is confidential. The following Division information may assist in completing the attached form.

ADMINISTRATIVE PROCEDURES

Administrative Procedure 201 for Edmonton Catholic Schools contains the following statement as a foundation for the Religious Leadership aspect of the principal role:

“The Principal or the site manager shall be responsible for permeating the dimensions of Catholic identity.”

As the religious leader of the school, the principal

- strives to permeate all aspects of life in the school with the religious dimension in order that the growth of the school as a Catholic community be fostered;
- supervises the religious education courses offered at all grade levels; and
- encourages teachers to integrate Catholic teaching into the curriculum both in the content and method of instruction.

To access this Admin Procedure as well as other information about the Division, visit the Edmonton Catholic Schools website at <http://www.ecsd.net>.

PASTORAL REFERENCE
(Principal Application)

Name of Applicant: _____

The above applicant is applying for a position as a principal with Edmonton Catholic Schools. Based on your knowledge of this applicant, please complete the following confidential form and return it to the address below. The importance of having a connection with a parish as a Catholic leader cannot be overstated.

The pastoral reference must be from the parish that the candidate is currently attending.

1. I know this applicant:

☐ Very Well ☐ Fairly Well ☐ Slightly ☐ Not At All

2. To my knowledge, this applicant:

a) is a member of my parish ☐ Yes ☐ No ☐ N/A

b) attends Mass/Divine Liturgy regularly ☐ Yes ☐ No ☐ N/A

c) is involved in church ministries ☐ Yes ☐ No ☐ N/A

(N/A means "not able to assess")

3. Please describe the applicant's involvement in the life of the parish.

4. Would you recommend this person to be a principal in a Catholic school? Please comment.

Thank you for your time and assistance. If you wish to provide additional information, please do so as an attachment.

Name _____ Title _____

Parish _____ Telephone _____

Signature _____ Date _____

Please return to:

Janis Williamson-Bourget
Human Resource Services
Edmonton Catholic Schools
9450-50 Street NW
Edmonton, Alberta T5K 1C2

This form may also be submitted electronically to LeadershipApplications@ecsd.net.
A signature is not required; your email will be considered a signature.