



# StJP's PRINCIPAL SEARCH

June 13, 2017

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## Timeline

- July 1st  
Position is posted with the Archdiocese.  
Applications are sent to the Office of Catholic Education.  
Applications are sent to the Pastors and forwarded to the Search Committee.
- July 30<sup>th</sup>  
Deadline for principal applications is set by the Office of Catholic Education.
- Interviews will be scheduled as applications are received.

## The Goal of the Principal Search

The principal search is the process that seeks to match the talents, energies, competencies, and philosophy of the candidate with the mission, goals, needs, and direction of Saint Joseph the Protector School.

## The Role of the Search Committee

This recommending group is charged with identifying, evaluating, and presenting the most qualified candidate(s) to the Pastors. The members must develop a good understanding of the qualities and competencies needed for the principal of our regional school. The committee will conduct interviews according to an agreed upon, consistent process, with each member being responsible for a specific area of questioning.

## The Selection of the Search Committee

The Search Committee will be comprised of the Chairperson and approximately six other members. Members may include current and/or former elementary or secondary school principals, a board member, educators or parishioners who are not currently teachers or school parents of Saint Joseph the Protector School. The names of potential committee members will be submitted to the Pastors for approval prior to assembling the committee.

It is important to note that the selection process and the candidacy of all applicants is confidential and committee members are bound by a Confidentiality Statement.

## The Interview Process

Prior to scheduling interviews, the committee will meet with the Chair for a planning meeting to discuss the screening of candidates, the structure of the interviews, the responsibilities of each member, the rubric for the evaluation of candidates, and how decisions will be made to identify the top two or three candidates.

## Credentials

- Current resume
- Masters Degree
- Minimum five years teaching experience
- PA Certification
- Current clearances
- Recommendations:
  - Pastor of home parish
  - Pastor of current school
  - Colleagues

## Future Topics

- July 20
  - Academics
  - Enrollment
  - Staffing
- July 27
  - Discipline at StJP
- August Topics
  - To be announced

## Contact Us

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## The Interview

Each candidate will be given the opportunity to present the highlights of his/her resume to the committee.

The interview includes five to six questions regarding competencies in the following leadership areas: Spiritual, Educational, Interpersonal, and Managerial.

Concluding questions will provide the applicant with a forum in which to comment on the particular strengths he/she brings to the position and to identify those skills that he/she needs to develop to be successful in this new position.

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## Next Steps

Once the candidates have been interviewed, the committee is ready to begin the deliberation process. Prayer and careful reflection are appropriate to the discussions. The Chairperson is responsible to make note of the observations about each candidate so that they may be shared with the Pastors at the appropriate time. The committee should check references for the top candidates and pass along the credentials to the Pastors.

The Pastors will then conduct interviews jointly with the top candidates prior to making the final decision for hiring. The Chairperson will work with the Pastors to carry out the public announcement of the newly hired principal.

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## A Final Note...

*Dear Parents and School Community of Saint Joseph the Protector School,*

*We introduce to you the Chairperson of the Principal Search Committee, Sister William Adele, SSJ, who currently serves as Assistant Superintendent of the Diocese of Wilmington and is a parishioner of Saint Luke the Evangelist Parish. We have charged Sister with the task of leading this search and we are confident that it will be conducted in a professional and thorough manner.*

*The search will remain open until a candidate is found that possesses the qualities that we desire in a leader for our school. We are fortunate to have Mrs. Alicia Farren as our Interim Principal, who has been working diligently during these past weeks to prepare for the new academic year. We extend our sincere gratitude to Mrs. Farren for assuming this role for Saint Joseph the Protector School.*

*We extend our sincere thanks to you, our parents, for your patience, perseverance, and confidence in what has been a challenging time. We ask God's blessing on you and your family.*

*Reverend Joseph Brandt, Pastor  
Saint Luke the Evangelist Parish*

*Reverend Joseph Howarth, Pastor  
Immaculate Conception Parish*