



Dear Applicant,

Thank you for your interest in applying for the position of school president within the Diocese of Orlando. Presently we have 31 elementary schools, 5 high schools, 1 special education school and 5 Early Childhood Centers.

On our website (www.orlandodiocese.org/schools, Career Opportunities, Applications, President Application), you will find the requested president application document, a list of minimum qualifications and both Parish and Administrative Reference Forms. Presidents, as key leaders in the school setting, are selected due to their faith leadership, their active participation in local Catholic parish communities, their academic preparation and their competencies as administrators.

Please provide all requested information to:

Mr. Henry Fortier
Secretary for Education/Superintendent of Catholic Schools
Diocese of Orlando
Post Office Box 1800
Orlando, Florida 32802-1800
or email to Phyllis Mann (pmann@orlandodiocese.org)

N.B. All applicants must be approved by this office prior to the interview by local search committees. Applicant files are considered complete when the following items are received in the Orlando Diocesan Office of Catholic Schools:

1. President Application (four pages)
2. Essay Questions
3. Two reference forms from the application packet:
 - a. Administrative Reference Form
 - b. Parish/Religious Community Reference Form
4. Copy of current state administrative certificate and/or copy of current state teaching certificate (if applicable).
5. Official copies of university transcripts.

Please contact me if you have further questions.

Sincerely,

A handwritten signature in black ink that reads "Henry Fortier". The signature is written in a cursive, flowing style.

Henry Fortier
Secretary for Education/
Superintendent of Catholic Schools

PROFESSIONAL CREDENTIALS

Certification: Please list all teaching/administrative certificates that you have received in Florida or other states; enclose a copy of each certificate.

State	Type	Number	Date Granted	Expires

EDUCATIONAL PREPARATION

Name and Location of School	Major	Minor	Degrees
High School			
College			
Graduate Program			
Other (Specify)			

Attach a list if more space is needed.

RELIGIOUS FORMATION

Do you have catechetical certification? _____ If yes, what level? _____
 Please include a copy of catechetical certification.

What preparation have you had to be a faith leader of the school community?
 (Indicate type of training, duration, where, date attended and credit, if any.)

Describe your present involvement in a parish faith community. _____

Why do you want to be considered for a leadership position in a Catholic school? _____

List professional memberships: _____

OTHER WORK EXPERIENCE

List work experience other than education:

Employer/Organization	Address	City/State/Zip	Job Title	Reference	Phone
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

AVAILABILITY

How soon will you be available to begin work as President? _____
 How long are you willing to commit to this position? _____
 If presently under contract, when are you required to sign next year's contract? _____
 Reason(s) for leaving your present (or most recent) employment? _____

PERSONAL REFERENCES

NOTE TO THE APPLICANT: Under Educational Employment Experience, you listed references and supervisors. In order to thoroughly check your background and work history, it may be necessary for the Office of Schools' representative and Search Committee representatives to contact any of the listed individuals. In addition to those references, name three other individuals who are able to provide specific education-related information about your qualification for the position for which you are applying. You should inform these persons that they might be contacted as part of our search process.

- 1) _____

Name	Title/Relation	Address	City/State/Zip	Phone
_____	_____	_____	_____	_____
- 2) _____

Name	Title/Relation	Address	City/State/Zip	Phone
_____	_____	_____	_____	_____
- 3) _____

Name	Title/Relation	Address	City/State/Zip	Phone
_____	_____	_____	_____	_____

I hereby certify that the facts set forth in this Administrative Employment application are true and complete to the best of my knowledge. In understand that if I am employed, false or misleading statements given on my application or during my interview(s) may result in discharge.

I authorize an investigation of statements and references/supervisors contained in this application which will allow the employer to make an employment decision.

Applicant's Signature _____ **Date** _____

SHORT ESSAY QUESTIONS

Please answer the following questions. Be brief but sufficiently complete with your responses. Answer #7 on this paper.

1. What are your professional goals at this time?
2. Discuss the importance of Catholic education.
3. What role does your faith play in your life? How do you integrate that faith into your concept of mission and ministry in the area of Catholic education?
4. What educational and non-educational qualities do you bring to this position? Discuss both your strengths and limitations.
5. What successful experiences have you had in working collaboratively on a team? With an education committee or school board?
6. Which position interests you and why are you applying for this position?
7. On the table given below, check your level of experience in these development areas:

Experience Level

Development Areas	Very	Some	None	Candidate's Comments
Capital Campaign				
School Fundraising				
Marketing				
Grant Writing				
Charitable Foundations				
Developing Five Year Plan				

Very Experienced = chaired a committee/served on committee/personally completed task.
Some Experience = participated in or contributed to work related to listed activity.

**Diocese of Orlando
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PARISH/RELIGIOUS COMMUNITY REFERENCE FORM

To be completed by pastor, associate pastor or someone in parish or religious community leadership.

Applicant's Name: _____

Applying for a position as _____

To: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

With reference to the Family Education Rights and Privacy Act of 1974:

I waive my option to view my recommendations. I claim my option to view my recommendations.

Applicant's Signature: _____

The applicant named and whose signature appears above has given your name as a reference. Please answer the following questions to the best of your knowledge.

1. How long have you known the applicant and in what official relationship?

2. Is the applicant a participating member of his/her parish or religious community? Yes ____ No ____
3. Does the applicant have any limitation which might interfere with the regular duties of a president in a Catholic school? If so, please note:

4. Would you employ this candidate for the position specified? Yes ____ No ____
5. Any additional comments would be appreciated (e.g., listing strengths and weaknesses concerning this applicant.)

Signature: _____ Date: _____

Title: _____ Phone Number: (____) _____

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ADMINISTRATIVE REFERENCE FORM

Applicant's Name: _____

Applying for a position as: _____

To: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

With reference to the Family Education Rights and Privacy Act of 1974:

I waive my option to view my recommendations. I claim my option to view my recommendations.

Applicant's Signature: _____

The applicant named and whose signature appears above has given your name as a reference. Please classify the applicant in the following traits or qualities to the best of your knowledge.

	Excellent	Good	Below Average	No Opportunity to Observe
Knowledge of Catholic Faith				
Practices of Catholic Faith				
Understanding of Catholic philosophy of education				
Administrative ability or potential				
Interpersonal relationships: a) faculty b) students c) parents				
Cooperation				
Leadership ability				
Personality				
Professional appearance				

	Excellent	Good	Below Average	No Opportunity to Observe
Emotional stability				
Ability to work with a) faculty/staff b) parents c) Board of Directors				
Skill in area of development				
Reliability				
Ability to develop curriculum				

Do you have knowledge of any behavior that shows this applicant is not reliable, honest or of good character?
 Yes _____ No _____

If yes, please explain: _____

How long have you known the applicant and in what official relationship?

Overall recommendation for President in the Diocese of Orlando:

- _____ I recommend the applicant without reservation.
- _____ I have some reservations, but would recommend the applicant.
- _____ I might have substantial doubts, but think the applicant might be given a chance to prove himself/herself.
- _____ I feel the applicant is unsuited for a Catholic school president position.

Comments: _____

Signature: _____ Date: _____
 Title: _____ Phone Number: (____) _____

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Diocese of Orlando
Office of Catholic Schools
Applicants for President: Minimum Qualifications

1. A knowledgeable and practicing person of faith who is an active, participating member of a Catholic faith community with a thorough understanding of and commitment to the Catholic philosophy of education, including current catechesis.

2. Demonstrated ability to share one's personal faith journey and enable others to do the same.

3. Demonstrated successful ability to manage staff, volunteers, budgets, programs and work with a Board of Directors in respect to Institutional Advancement activities.

4. Possess an Educational Leadership degree or a Master's degree in an approved field. Consideration will be given to applicants who are working toward a degree in Educational Leadership or other advanced degree.

5. Three years of experience in educational administration preferably in a Catholic elementary or high school.

6. Potential for Florida certification will be considered.