



CATHOLIC SCHOOLS – DIOCESE OF ROCKFORD

City _____ School _____

CONTRACT FOR LAY PRINCIPAL (Elementary and High School)

THIS CONTRACT is by and between _____ hereinafter referred to as PRINCIPAL, and _____ (name of Parish, City), a religious corporation, hereinafter referred to as SCHOOL, acting through _____ (Pastor/Parochial Administrator (Elementary School) / Superintendent of Catholic Schools (High School), its authorized agent.

WHEREAS PRINCIPAL wishes to accept full-time part-time employment for the rendering of professional services as PRINCIPAL for the term commencing on _____, and terminating on _____, in _____ School, and SCHOOL desires to employ PRINCIPAL for the same term and purposes:

THEREFORE, IT IS AGREED AS FOLLOWS:

I. DUTIES OF THE PRINCIPAL:

- A. **PRINCIPAL'S** essential job duties are based in the School's mission of the formation of the students in the Catholic faith for the lived experience of Gospel values and for the preservation of the School's Catholic identity, and the principal agrees to train students to be intentional disciples of Jesus Christ who will live by their Catholic faith. The principal agrees to assist the School to advance the Church's mission through daily example, witness, and instruction of the Catholic faith which is incorporated within the entire curriculum.
- B. **PRINCIPAL** agrees to serve as the Chief Administrator of SCHOOL and to perform the duties and responsibilities commensurate with that office as set forth in Policy 4113 and its regulations, as they are now and may be amended from time to time and which are made a part of and incorporated by reference into this contract.
- C. **PRINCIPAL** agrees to serve SCHOOL in a professional manner and to develop and support the ideal that Catholic Education is best realized by programs which first and foremost create widest opportunities for students to receive systematic catechesis; to experience daily living in Catholic life; and to possess commitment and skill in serving others.
- D. **PRINCIPAL** agrees to be bound by the written policies of the Diocese of Rockford and SCHOOL, as they are now and may be amended from time to time and which are made a part of and incorporated by reference into this contract.
- E. **PRINCIPAL**, before the execution of this contract, has received, reviewed, executed and delivered to the Education Office of the Diocese of Rockford or SCHOOL the following completed forms: 1) "Employment Eligibility Verification (1-9)"; 2) "Receipt Acknowledgement of Employee Handbook"; and 3) Receipts from the "Required Safe Environment Documents". This contract is contingent upon PRINCIPAL's successful completion of all these forms as well as a fingerprint criminal background check, and "Protecting God's Children" training. PRINCIPAL warrants that if he/she has previously submitted the above-referenced forms to SCHOOL that the information contained therein is accurate and current and that the obligations undertaken and/or authorized by PRINCIPAL therein are hereby reaffirmed.
- F. **PRINCIPAL** represents that all information he or she provided at the time of application remains true and correct, and agrees that, if any information, including criminal conviction information, changes, PRINCIPAL shall notify SCHOOL promptly. PRINCIPAL also understands that misrepresentation or omission shall entitle SCHOOL to cancel this contract and void any and all obligations under it.
- G. **PRINCIPAL** agrees that, both at work and away from work, PRINCIPAL will abide by and live in accordance with the religious faith and moral teachings of the Roman Catholic Church, as determined by the Ordinary of the Diocese or his designee, and that failure to do so shall entitle SCHOOL to terminate or rescind this contract and void any and all obligations under it.
- H. **PRINCIPAL** agrees to fulfill his or her Contract.

II. COMPENSATION:

- A. In consideration for the services to be performed by PRINCIPAL, SCHOOL agrees to pay PRINCIPAL the annual salary of \$ _____ to be paid in _____ equal monthly semi-monthly installments beginning on _____.

B. In addition to the compensation for services rendered, PRINCIPAL shall receive such applicable benefits

for full-time employees

for part-time employees

as are set forth in the Catholic Diocese of Rockford Employee Handbook, as those are now and may be amended from time to time.

C. Additional Compensation/Benefits: _____

D. Since in-service and interaction with professional people are necessary for effective leadership, PRINCIPAL may request SCHOOL to finance attendance of PRINCIPAL at professional education meetings. Transportation for such meetings, or reimbursement for such, will also be provided in accord with local policy.

III. **GRIEVANCE PROCEDURE:** Refer to Diocese of Rockford Employee Handbook.

IV. **TERMINATION OF CONTRACT:**

A. SCHOOL agrees that the Pastor/Parochial Administrator (Elementary School)/Superintendent of Catholic Schools (Consolidated School or High School) will be responsible for giving PRINCIPAL notice of any dissatisfaction with performance or conduct. Thereafter, continued unsatisfactory work or conduct shall warrant discharge and termination of this contract without further obligation hereunder, or other disciplinary action considered appropriate by the Pastor/Parochial Administrator (Elementary School)/Superintendent of Catholic Schools (Consolidated School or High School) in consultation with the Diocesan Catholic Education office. Notwithstanding the above, any act or conduct at or away from work which is non-remediable, as determined in the sole discretion of SCHOOL; or which is not consistent with the philosophy, goals, objectives, or rules and regulations of SCHOOL, or SCHOOL's or the Diocese of Rockford's mission(s), or the religious faith and/or moral teachings of the Roman Catholic Church, as determined by the Ordinary of the Diocese or his designee, warrants immediate discharge and termination of this contract or other disciplinary action considered appropriate by the Pastor/Parochial Administrator (Elementary School)/Superintendent of Catholic Schools (Consolidated School or High School) after consultation with the Diocesan Catholic Education Office. If a prior or other contract between PRINCIPAL and SCHOOL or another entity affiliated with the Diocese of Rockford was terminated for reasons cited in this paragraph, then this contract shall also be terminated without further obligation of SCHOOL to PRINCIPAL.

I. **ADDITIONAL PROVISIONS:** (Not to be in conflict with any of the above policies or provisions)

IN WITNESS WHEREOF, the parties have executed this contract with their signature on _____.

SCHOOL

PRINCIPAL

Pastor/Parochial Administrator
(required for Elementary School Principal positions)

Superintendent of Catholic Schools