



Catholic Schools - Diocese of Rockford

City \_\_\_\_\_ School \_\_\_\_\_

## CONTRACT FOR LAY SUPERINTENDENT

THIS CONTRACT, by and between \_\_\_\_\_ hereinafter referred to as SUPERINTENDENT and \_\_\_\_\_, hereinafter referred to as the SCHOOL, acting through Vito C. DeFrisco Superintendent of Schools, Diocese of Rockford its authorized agent.

### WITNESSETH:

That whereas SUPERINTENDENT wishes to accept full-time employment for the rendering of professional services as Superintendent for the period commencing on \_\_\_\_\_ and terminating on \_\_\_\_\_ (a period of time not to exceed one year) and whereas the SCHOOL desires to employ SUPERINTENDENT for the same time and purposes:

### IT IS THEREFORE AGREED AS FOLLOWS:

#### I. DUTIES OF SUPERINTENDENT:

- A. **THE SUPERINTENDENT'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 Superintendent agrees to train students to be intentional disciples of Jesus Christ who will live by their Catholic faith. The Superintendent 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. **SUPERINTENDENT** agrees to serve as the Chief Administrator for the School and to perform the duties and responsibilities commensurate with that office.
- C. **SUPERINTENDENT** further 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 Christian community, and to develop commitment and skill in serving others.
- D. **SUPERINTENDENT** and SCHOOL mutually agree that in all matters pertaining to employment or to the administration of this contract, they will be bound by the written policies and regulations of the Diocese of Rockford and the Council of Administration, as they are now or hereinafter may be promulgated as such are determined applicable to the SUPERINTENDENT by the Ordinary of the Diocese or his designee. By executing this contract, the SUPERINTENDENT acknowledges that he/she has received and reviewed copies of those written policies and regulations.
- E. **SUPERINTENDENT** has, before the execution of this Contract, received, reviewed, executed and delivered to the Education Office of the Diocese of Rockford the following completed forms:
  1. "Employment Eligibility Verification (1-9)" form as mandated by the Immigration Reform and Control Act; and
  2. Receipts from the "Required Safe Environment Documents". This contract is contingent upon SUPERINTENDENT'S successful completion of all these forms as well as a fingerprint background check and "Protecting God's Children®" training.SUPERINTENDENT warrants that if he/she has previously submitted the above referenced forms to the SCHOOL that the information contained therein is accurate and current and that the obligations undertaken and/or authorized by SUPERINTENDENT therein are hereby reaffirmed.
- F. **SUPERINTENDENT** warrants that all information and data concerning qualifications, background and character submitted to the Education Office of the Diocese of Rockford to induce the execution of this contract is accurate and current and that any misrepresentation and/or omission shall entitle the SCHOOL to cancel this contract and void any and all obligations under it.
- G. **SUPERINTENDENT** agrees to fulfill his or her contract.

#### II. COMPENSATION

- A. In consideration for the services to be performed by SUPERINTENDENT, the SCHOOL agrees to pay SUPERINTENDENT the annual salary of \_\_\_\_\_ which amount shall be paid in 24 equal semi-monthly installments beginning on \_\_\_\_\_.

