

# CONTRACT FOR A PRINCIPAL OF A CATHOLIC SCHOOL

This contract is made on \_\_\_\_\_ (date), \_\_\_\_\_ by (Parish/School), of \_\_\_\_\_ (address), \_\_\_\_\_ (City), Wisconsin, hereinafter designated as the Employer and \_\_\_\_\_ (Principal) hereinafter designated as the Principal (Employee).

## THE PRINCIPAL AGREES:

- To work cooperatively with the President, parish/school administrative team, and the Board of Directors, and other groups as designated by the employer in implementing local policies and Archdiocesan policies, as well as to administer and supervise the educational programs in the school to which he/she has been assigned. To devote his/her knowledge, skill and efforts to the performance of his/her duties as principal and such other duties assigned from time to time by the employer.
- To work cooperatively with and be accountable to \_\_\_\_\_ (Pastor/Parish Director/President/Board). To work cooperatively with the Archdiocesan Superintendent of Schools/Designee in matters related to school programs.
- To serve as the chief administrator of the school and to perform the duties and responsibilities commensurate with that office, including but not limited to: (a) facilitation of the implementation of school curriculum, (b) evaluation of teaching techniques and effectiveness, (c) full supervision/evaluation of the faculty and other appropriate staff, (d) maintenance of effective relationships among parents, students, teachers, and other staff members, (e) maintenance of a regular public information program, (f) the general supervision of the school physical plant and grounds, (g) working effectively with Pastor/Parish Director/President/Board, keeping them informed and seeks advice on critical issues, and (h) administers the school operational budget, maintaining cost controls.
- To provide leadership in maintaining a Catholic atmosphere in character development and religious training in order that a desirable climate conducive to learning exists.
- To enforce the rules and regulations as contained in the local parish/school policies or as prescribed in other official ways, as well as the policies and regulations of the Archdiocese of Milwaukee Department for Human Resources and/or Office for Schools. To observe policies and procedures of the local parish/school, as well as the policies and regulations of the Archdiocese of Milwaukee.
- To maintain proper certification /licensure according to Archdiocesan policies and the WI Department of Public Instruction, and to further his/her own professional growth.
- To know, teach and act consistently in accordance with the mission of the parish/school and tenets of the Catholic Church.

## THE PARISH/SCHOOL AS EMPLOYER AGREES:

- That the employer pay the principal a yearly salary of \$ \_\_\_\_\_ subject to deductions required by law. Salary payments shall cease upon contract termination or reduction in force. The salary shall be paid in installments as follows: \_\_\_\_\_
- That the Principal be given a vacation of \_\_\_\_\_ days. The Principal shall schedule this vacation time in dialogue with the Employer so that the educational program is not jeopardized.
- Paid holidays are provided as specified in the local policies.
- That when the Principal is unable to work due to illness or funeral leave, a paid leave will be provided as specified by local parish/school policy. Such paid leave is limited by parish/school policy but will provide a minimum of five days paid leave in any one school year for a full-time principal.
- For absence other than specified under local personnel policy, deduction may be made from the principal's salary at a rate of 1/\_\_\_\_\_ of his/her yearly salary for each day of absence. Thus, the number of work days shall be considered \_\_\_\_\_ days.
- That the Principal, except for a probationary principal, shall not be discharged without good and sufficient cause which shall be determined by the employer. Continued unsatisfactory work or conduct shall be considered one such justifiable reason for discharge. Other justifiable grounds for discharge include, but are not limited to: inability to provide appropriate supervision for students/children/youth, frequent absenteeism, unreasonable tardiness, unprofessional behaviors, violations of policies and procedures, inability to deal amicably with staff, board/committee, student or parents, conduct not in keeping with Catholic principles, unsatisfactory supervision and evaluation of staff and/or programs.
- In the event that the employer shall terminate the non-probationary Principal's employment, before the expiration of the term of this contract, the employer should follow procedures as outlined in Archdiocesan policy 4119: Termination of Contracted Employee.
- In the event that the employer shall terminate the non-probationary Principal's employment on good cause. The Principal shall have the right to voluntarily pursue the Grievance Procedures as stated in local parish/school policy and/or Archdiocesan policy 4135.4: Employment Grievances. Pursuit of such grievance shall not delay the effective date of such termination.

## BOTH PARTIES AGREE:

- That the first two one-year contracts with a parish/school are collectively deemed to constitute a two year probationary period, and either contract can be terminated by the employer with or without cause at any time during such period.
- That a regular program of supervision and evaluation should be followed. Archdiocesan Policy 4112: Evaluation of School Personnel.
- That both parties will teach and act consistently in accordance with Catholic doctrine and Catholic moral and social teachings.
- That if, as to any contract following the initial two contracts, the Employer or the non-probationary Principal shall be unwilling to renew that contract for the following school year, either party shall provide written notice to the other on or before April 1st. Archdiocesan Policy 4119.2: Non-Renewal of Contract should be followed.
- That any non-probationary principal contract that is offered for the next school year should be offered by \_\_\_\_\_ (date) and if accepted by the principal, signed and returned to the parish/school by \_\_\_\_\_ (date).
- This Contract (unless the initial two contracts) shall be terminated or altered only by mutual agreement in writing signed by both parties, (except as noted in #5, #6 and #7, "The Parish as Employer Agrees").
- This Contract is made solely between the undersigned parties and constitutes the entire understanding with respect to the subject matter therein. There are no restrictions, promises, covenants or undertakings other than those expressly set forth or incorporated by reference herein. This Contract supersedes all prior negotiations, agreements and undertakings between the parties with respect to such subject matter. Any changes or additions, i.e., addendums to this contract should be made in writing and signed and dated by both parties.
- The Employee agrees that the sum of \$2,000 will be a fair and reasonable sum to compensate the employer for damages (e.g. damages in the form of time, effort and financial reimbursement to pay and secure substitute staff) it may incur as a result of the employee's termination of this contract at any time during the contract period. However, if the employee submits a written resignation 30 days or less prior to the commencement of the contract the fee due the employer will be \$1,500. The employee agrees that the employer may deduct such liquidated damages from wages due but not yet paid, and that the amount of liquidated damages will be more significant once the contract has commenced.
- If reduction in force becomes necessary during the term of this contract, the Pastor/Parish Director/President shall use written procedures and criteria as currently approved by the employer as specified under local personnel policy and/or Archdiocesan Policy 4112.1: Reduction in Force.

This contract shall commence on \_\_\_\_\_ (date) and shall end on \_\_\_\_\_ (date).

In witness whereof the parties hereto have affixed their signature this \_\_\_\_\_ day of \_\_\_\_\_ (date) for and on behalf of the parties they represent.

\_\_\_\_\_  
PARISH/SCHOOL

\_\_\_\_\_  
PRINCIPAL

By: \_\_\_\_\_

PASTOR/PARISH DIRECTOR/PRESIDENTSCHOOL

IF A RELIGIOUS, COMMUNITY REPRESENTATIVE

Salary and benefit schedule attached

Revised: 5/2019. ONE SIGNED COPY TO PERSONNEL FILE, ONE COPY TO EMPLOYEE, ONE COPY TO PASTOR/PARISH DIRECTOR/PRESIDENT