



### Search Process for School Principal

1. The school, via the pastor or school president, notifies the Superintendent of Schools of the pending vacancy.
2. The school, under the direction of the pastor or school president, conducts an internal analysis to identify key attributes, skill sets, and position roles/responsibilities desired in the ideal candidate.
3. The school conducts an internal review of the current position description and modifies the description as needed to clarify the roles and responsibilities of the position.
4. Upon completion of the internal review, the school contacts the Office for Schools. The Office for Schools will refer the school to consult with other offices within the Archdiocese of Milwaukee as needed.
5. The school must consult with the Superintendent of Schools prior to engaging or contracting with a search firm.
6. The school creates and posts a notification of the position opening. Suggested sites include:
  - a. Archdiocese of Milwaukee
  - b. Surrounding dioceses: Chicago, Green Bay, Madison, La Crosse, Superior
  - c. National Catholic Education Association (NCEA)
  - d. WECAN
  - e. Alliance for Catholic Education – University of Notre Dame
7. The school establishes a search committee to define its process for:
  - a. Committee membership
    - i. 5 – 8 total members
    - ii. Representative of constituency groups (recommended):
      1. Current / past School Advisory Commission or Board of Directors members
      2. Current parent (could be a SAC/BOD member)
      3. School supporter / donor – be cautious of potential “agenda” of a donor
      4. Community member at-large who is supportive of school mission
      5. Non-voting members
        - a. Representative from the Office for Schools (Advisory)
        - b. Current administrator or teacher leader
  - b. Determine method for search committee to arrive at recommended candidate:
    - i. Unanimous consent
    - ii. Simple majority vote
    - iii. 2/3 or 3/4 majority vote
    - iv. Other
  - c. Determine timeline for completing the process

- d. Collect and screen applicants
  - e. Selection of applicants to interview
    - i. Number of applicants will vary
    - ii. Number of “rounds” of interviews will vary
    - iii. Candidate forums with other relevant groups for advisory input, such as:
      - 1. Parents
      - 2. Faculty & staff
      - 3. Supporters / donors
      - 4. Community members
  - f. Conduct preliminary reference checks
8. The search committee conducts the requisite number of interviews.
9. Extensive reference checks completed for potential finalists.
10. The search committee recommends a finalist, or finalists, for the position to the pastor or school president.
11. The pastor or school president selects the final candidate for the position.
12. The pastor or school president discusses the candidate for the position to the Superintendent of Schools.
13. The Superintendent of Schools may request to interview the candidate for the position.
14. Upon final approval of the pastor or school president, the school may extend a formal offer to the candidate, pending a successful background check.

**Internal Candidates:**

- An Internal candidate is someone currently employed by the school. A candidate employed by another Catholic school in the Archdiocese of Milwaukee is not considered an internal candidate.
- Internal candidates who are qualified for a position should be welcomed to apply.
- Internal candidates should go through the same hiring process, including interviews, as external candidates.