

## CONTRACT FOR AN ASSISTANT ADMINISTRATOR/DIRECTOR/DEAN OF A CATHOLIC SCHOOL

This contract is made on \_\_\_\_\_ (date), \_\_\_\_\_ by  
(Parish/School), of \_\_\_\_\_ (address), \_\_\_\_\_ (city),  
Wisconsin, hereinafter designated as the Employer and \_\_\_\_\_ (Assistant  
Administrator/Director/Dean) hereinafter designated as the Assistant Administrator/Director/Dean (Employee).

### THE ASSISTANT ADMINISTRATOR/DIRECTOR/DEAN AGREES:

1. To work cooperatively with and be accountable to \_\_\_\_\_ (President/Principal).
2. To work cooperatively with parish/school administrative team, and other groups as designated by the President/Principal in implementing local policies and Archdiocesan policies.
3. To administer and supervise the educational programs in the school to which he/she has been assigned.
4. To devote his/her knowledge, skill, and efforts to the performance of his/her defined duties as assistant administrator/director/dean and such other duties assigned from time to time by the employer.
5. To provide leadership in maintaining a Catholic atmosphere in character development and religious training and to contribute to a desirable climate conducive to learning.
6. 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.
7. To further his/her own professional growth and to maintain proper certification /licensure according to parish/school policy, Archdiocesan policies and the WI Department of Public Instruction, or obtain certification/licensure pursuant to Archdiocesan policies.
8. To know, teach, and act consistently in accordance with the mission and policies of the parish/school, tenets of the Catholic Church and Code of Ethical Standards for Church Leaders to model and teach Catholic religious and moral values, and to perform all duties and responsibilities with an overriding commitment to developing a Catholic School faith community in accordance with the doctrines, laws, and norms of the Catholic Church.

### THE PARISH/SCHOOL AS EMPLOYER AGREES:

1. That the employer pay the Assistant Administrator/Director/Dean a yearly salary \_\_\_\_\_ subject to deductions required or allowed by law. Salary payments shall cease upon contract termination or reduction in force. The salary shall be paid in installments as follows: \_\_\_\_\_
2. That the Assistant Administrator/Director/Dean be given a vacation of \_\_\_\_\_ days. The assistant administrator/director/dean shall schedule this vacation time in dialogue with the Employer so that the educational program is not jeopardized.
3. Paid holidays are provided as specified in the local policies.
4. That when the Assistant Administrator/Director/Dean 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 Assistant Administrator/Director/Dean.
5. For absence other than specified under local personnel policy, deduction may be made from the Assistant Administrator/Director/Dean'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.
6. That the assistant administrator/director/dean, except for a probationary Assistant Administrator/Director/Dean, 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: failure to comply with contractual obligations or parish/school policies, 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.
7. In the event that the employer shall terminate the non-probationary Assistant Administrator/Director/Dean's employment, before the expiration of the term of this contract, the employer should follow procedures as outlined in Archdiocesan policy 4530: Termination of Employees and/or school/parish local policy.
8. In the event that the employer terminates the non-probationary Assistant Administrator/Director/Dean's employment, the Assistant Administrator/Director/Dean shall have the right to voluntarily pursue the Grievance Procedures as stated in local parish/school policy and/or Archdiocesan policy 4540: Employment Grievances. Pursuit of such grievance shall not delay the effective date of such termination.

**BOTH PARTIES AGREE:**

1. 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.
2. That a regular program of supervision and evaluation should be followed. Archdiocesan Policy 4510: Evaluation of Parish and School Personnel.
3. That both parties will teach and act consistently in accordance with Catholic doctrine and Catholic moral and social teachings, and that as an assistant administrator/director/dean, employee is a ministerial leader and plays a vital role in carrying out the mission of the parish/school and Catholic Church.
4. That if, as to any contract following the initial two contracts, the Employer or the non-probationary Assistant Administrator/Director/Dean 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 4531: Non-Renewal of Contract should be followed.
5. That any non-probationary Assistant Administrator/Director/Dean 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).
6. 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 #4, #5, and #6, "The Parish/School as Employer Agrees" or #10, Both Parties Agree).
7. 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 must be made in writing and signed and dated by both parties.
8. 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.
9. If reduction in force becomes necessary during the term of this contract, the President/Principal should use written procedures and criteria as currently approved by the employer as specified under local personnel policy and/or Archdiocesan Policy 4532: Reduction in Force.
10. Parish/School has a right to amend, suspend or terminate the contract and/or any individual term of the contract for any reason, circumstance, or event beyond Parish/School's control, In the event that this Contract is amended, suspended or terminated pursuant to this provision: Parish/School shall provide written notice to Employee as soon as practicable. Such amendment, suspension or termination shall not constitute a breach of contract by Parish/School, and Parish/School shall not be responsible to Employee for any loss resulting from the amendment, suspension or termination, or any failure to perform any terms or conditions of the Contract, except that Parish/School shall be responsible for payment of wages for work actually performed based on the "per day" rate identified in the Contract.

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

\_\_\_\_\_  
ASSISTANT ADMINISTRATOR/DIRECTOR/DEAN

By:

\_\_\_\_\_  
PASTOR/PARISH DIRECTOR/PRESIDENTSCHOOL

\_\_\_\_\_  
IF A RELIGIOUS, COMMUNITY REPRESENTATIVE

**Revised 03/2023. ONE SIGNED COPY TO PERSONNEL FILE, ONE COPY TO EMPLOYEE, ONE COPY TO PASTOR/PARISH DIRECTOR/PRESIDENT**