ROLE OF THE CANONICAL ADMINISTRATOR
IN CHRIST THE TEACHER CATHOLIC SCHOOL

RESPONSIBILITIES OF THE CANONICAL ADMINISTRATOR
IN CHRIST THE TEACHER CATHOLIC SCHOOL

The Canonical Administrator, as the direct representative of the Bishop:

1. Serves, with the other sponsoring pastors, as shepherd and “first teacher” of the parish school (students and staff), especially in matters of Catholic faith and tradition.
2. In consultation with the other sponsoring pastors, hires and replaces the Principal, following the guidelines presented in Policy 2030. A Guidebook for assisting pastors in the hiring process is included in this Pastor/Schools binder.
3. Upon the principal’s recommendation, hires the best qualified teachers and staff for the school, who reflect the values and traditions of good Catholic Education.
4. Evaluates the principal informally and cooperates in the formal evaluation process conducted by the Office of the Superintendent.
5. Helps to promote good relationships between the sponsoring parishes, pastors, parents, educational programs and the local community.
6. Is the final arbiter in cases of disputes regarding school policies and disciplinary actions.
7. Approves educational policies recommended by the Advisory Board.
8. Meets quarterly with the other sponsoring pastors and keeps them informed of issues relating to the pastoral care of the school.

ROLE OF THE CANONICAL ADMINISTRATOR
AND THE SPONSORING PASTORS
IN CHRIST THE TEACHER CATHOLIC SCHOOL

The Canonical Administrator, with the other sponsoring pastors of the school, supports and encourages the program and activities of the school, as an integral piece of the parish ministry. Pastors should be in regular contact with the School Principal and provide specific assistance on projects, as needed. Pastors should expect to receive regular communication regarding school issues, policies and needs.

The Advisory Board assists and advises the Diocesan Bishop, Board of Trustees, Superintendent, Canonical Administrator and the school principal in the management of business, property, and administration of the school in such a manner to assure a sound Catholic educational program, consistent with Diocesan policies. The Board is elected, and includes all of the sponsoring pastors.

In the name of the sponsoring pastors, the Canonical Administrator shepherds the school. The Canonical Administrator supervises the educational program of the school to ensure quality and excellence; assures that the school fulfills mission to teach religious and moral doctrine of the Roman Catholic Church; has high quality faculty, staff and administrators; functions in accord with church and diocesan policy; and implements to the extent they affect Catholic schools, state regulations and rules for educational institutions.
RESPONSIBILITIES OF THE SPONSORING PASTORS  
IN CHRIST THE TEACHER CATHOLIC SCHOOL  

The responsibilities of the pastors associated with the school are to:

1. Share with the Canonical Administrator in the role of the shepherd and first teacher of the school, especially in matters of Catholic faith and tradition.  
2. Help to promote good relations between the parishes, the parents, the educational programs of the school and the public.  
3. Refer any disputes related to the school or its programs to the principal and the Canonical Administrator.  
4. Participate in promoting family education, especially parent education within the parish community.  
5. Encourage and provide opportunities for students to serve in the parish community.  
6. Stay in regular contact with the school and keep informed on the programs and activities of the school.  
7. Participate in the liturgical and prayer life of the school; share in the planning of prayer and Eucharistic celebrations throughout the school year.  
8. Serve on the Advisory Board in accordance with the procedures of the organization.  
9. Meet quarterly with the Canonical Administrator.  

RELATIONSHIP OF THE CANONICAL ADMINISTRATOR  
TO THE SUPERINTENDENT  

The Superintendent of schools is the Chief Administrative Officer for Catholic Schools in the Diocese according to the prescriptions of the Bishop and of the Revised Code of Canon Law. Appointed by the Bishop, the Superintendent is responsible to ensure that all parish, regional, diocesan and independent elementary and secondary schools maintain an effective and high level of education and religious formation; that schools meet the requirements of state educational and other appropriate accrediting agencies; that schools have qualified administrators and faculties and that they have an adequate system to evaluate curriculum, student performance and program development. The Superintendent is responsible to communicate and to interpret to the Canonical Administrator and principal the general policies, rules and regulations of the Diocese as they apply to the school.

Responsibilities shared with the Superintendent:

- Support and advance the religious education efforts of the Diocese through cooperation with the Office of the Diocesan Director of Religious Education in implementing religious education policies, curriculum, teacher certification and textbook review.  
- Take part in periodic evaluations of the school principal and the school in cooperation with the Diocesan Office of Schools.  
- Work with the Diocesan Office of Schools in hiring a qualified principal.  
- Support programs for the development of leadership in Catholic Schools.  
- Work with the principal in the development of long-range strategic plans to market the school and to provide for future needs.
RELATIONSHIP OF THE CANONICAL ADMINISTRATOR 
TO THE PRINCIPAL OF CHRIST THE TEACHER CATHOLIC SCHOOL

Responsibilities shared with the Principal:

- Work with the principal and the Advisory Board to develop policies, which will facilitate the implementation of Diocesan policies in the light of the assessment of real needs on the local level.
- Be apprised of reports to the Catholic Schools Office, the Advisory Board, national and local organizations.
- Be involved in the establishment of the school budget and work with the principal in developing a fiscally responsible operation.
- Work with the principal in maintaining the school plant facilities efficiently so as to provide an appropriate environment and health and safety standards as required by the mission of the school and by state and local laws/standards.
- In conjunction with the other sponsoring pastors, provide with the school personnel for the sacramental and liturgical life/ expression of the school.
- Provide leadership in and support the principles contained in *TO TEACH AS JESUS DID: SHARING THE LIGHT OF FAITH; THE NATIONAL DIRECTORY FOR CATECHESIS*; and *LAY TEACHERS IN THE CATHOLIC SCHOOL*.
- Fulfill an appropriate role in the due process procedures in place for the resolving of disputes (see page 4).

Responsibilities Delegated to the Principal

- Recommend to the Canonical Administrator the hiring of qualified teachers and staff who are committed to the Catholic/ Christian mission of the school.
- Work with faculty, parents and students to maintain high standards of student conduct and enforce discipline, according to the mission statement and due process.
- Provide ongoing in-service for all staff members, especially the inexperienced, to insure continued professional development.
- Supervise and assist all professional and non-professional staff.
- Develop, interpret and implement regulations, which are in agreement with the policies of the Diocese and in compliance with state requirements.
- Devise, maintain, systematically evaluate and improve programs that enhance student learning in response to student and community needs.
- Supervise and evaluate the teaching-learning dynamic as a process for the improvement of instruction.
- Create and approve the master teaching schedule and any special assignments.
- Procure personnel, equipment and supplies necessary for the curriculum and activities of the school.
- Coordinate the services of resource personnel with the regular program so that all classroom teachers may receive effective assistance.
- Develop curriculum, including religious curriculum.
DUE PROCESS FOR ADDRESSING COMPLAINTS

Note: People who have a complaint against a school will often call the Office of the Superintendent. They are always instructed to adhere to the following procedure:

• **Step 1** – Place the complaint with the appropriate party (teacher, principal, Canonical Administrator)

• **Step 2** – If one is not satisfied with the response from the appropriate party, then the matter should be brought to the next level of responsibility (teacher to principal; principal to Canonical Administrator).

• **Step 3** – The Canonical Administrator, as the leader in faith of the school, has the final say in resolving the grievance. Time should be given to ascertain the facts of the case. Once the Canonical Administrator has made his decision, then he should let the parties involved know the content and context of that decision. The office of the superintendent can be used as a sounding board in the dispute, but the final say will always rest with the Canonical Administrator.

The Canonical Administrator is not above policy and generally needs to support all policies. There may be pastoral considerations that require an adjustment of policy. This should be done in consultation with the other sponsoring pastors and the Superintendent of Schools.

When complaints become a question of performance for the school principal or impact the overall assessment of quality in the school, the Superintendent must be involved in the process to address these concerns. If the Canonical Administrator has concerns about the quality of the school or the performance of the principal, it is essential that a conversation with the Superintendent be initiated.