

ASSISTANT PRINCIPAL CONTRACT OF EMPLOYMENT

CONTRACT made and executed by and between [parish] _____

of [address] _____, [city] _____, Wisconsin, (hereinafter "parish"), and [assistant principal name] _____, (hereinafter "assistant principal"), as follows:

- 1. DURATION. This contract shall be in effect from _____, 20____ to _____, 20____.
2. NOTICE OF REEMPLOYMENT. The parish shall notify assistant principal (AP) in writing on or before April 1 of the year in which this contract expires, if the parish will not be issuing a written contract to AP for the same duration for the next school year.
3. WRITTEN CONTRACT. At such time as a written contract may be offered to principal by parish, the principal shall return the contract to parish within 15 calendar days. If the contract is not returned within 15 calendar days, it shall be null and void and no obligation on the part of the parish shall exist to employ principal in any capacity for the next school year.
4. SALARY. In consideration for services properly rendered, parish shall pay principal a yearly salary of \$_____ subject to deductions required by law and other deductions agreed upon in this contract. The salary shall be paid as follows:
5. ADDITIONAL BENEFITS. In addition to salary, parish hereby agrees to pay to or on behalf of principal the following (if none, so state):
Premium for medical insurance up to _____
Retirement _____
Professional Development _____
Other _____
6. LEAVE. At the beginning of this contract, assistant principal (AP) shall accrue _____ sick leave days without loss of pay, cumulative to a total of _____ days, for principal's personal illness, or for other reasons as defined in an Addendum, if any, to this Contract. The pastor/principal shall have the right to request verification of AP's condition. At the beginning of this contract, AP shall also accrue _____ personal leave days _____ without loss of pay, noncumulative, for the illness or death of a member of AP's family, including their spouse, child, parent, grandparent, brother, sister or any other relative living in AP's household, or for other reasons as defined in either an Addendum to this Contract, or the Employee Handbook. Assistant Principal shall notify the pastor immediately upon learning of the event necessitating personal leave. If AP ceases this employment for a reason other than discharge, AP [] shall or [] shall not receive compensation for accumulated sick leave. If such compensation is paid, it shall be paid at the rate of 100% of AP's daily wage for each day of accumulated sick leave. For absences other than those enumerated above, a deduction may be made at the rate 100% of AP's daily wage for each day of absence and, notwithstanding that parish may deduct such salary, parish shall not be prevented from taking other disciplinary action, including discharge, against assistant principal.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures on _____, 20____, for and on behalf of the parties they represent.

THIS CONTRACT INCLUDES ALL OF THE ADDITIONAL PROVISIONS ON THE REVERSE SIDE AND THE ATTACHED ADDENDUM, IF ANY. PRINCIPAL ACKNOWLEDGES HE/SHE HAS READ SAID PROVISIONS AND HAS RECEIVED AN EXACT COPY OF THIS CONTRACT.

For the Parish:

Pastor _____ Date _____ Principal _____ Date _____

Principal _____ Date _____

Approved by:

Parish Trustee _____ Parish Trustee _____ Religious Supervisor (if applicable) _____

ADDITIONAL CONTRACT PROVISIONS

7. **PRINCIPAL RESPONSIBILITIES AND OBLIGATIONS:** Assistant Principal (AP) is the secondary administrator, parish leader and minister responsible for facilitating and maintaining a Catholic school environment conducive to quality teaching, learning and educating students in the Catholic faith so that the faith is both learned and lived. In this capacity, AP shall:
- A. Be considered part of the parish administrative team, working closely with the superintendent of the Office of Catholic Schools, pastor, and the parish education commission/school board, to implement policies as well as administer and supervise all educational processes.
 - B. Perform the duties and responsibilities commensurate with the office of Assistant Principal, including but not limited to assisting the principal in: (i) selecting and implementing the school curriculum; (ii) developing and implementing school goals and objectives with an emphasis on how those relate to and incorporate the Catholic faith; (iii) evaluating teaching techniques and effectiveness; (iv) providing recommendations for employment of school personnel; (v) supervising and evaluating faculty and other staff; (vi) maintaining effective relationships among students, teachers, parents and other staff; (vii) developing and maintaining a public information program; (viii) managing school facilities; and (ix) such other duties as set forth in the AP's job description, or assigned by the principal, pastor or parish education commission/school board.
 - C. Serve the parish in a professional manner, provide Catholic leadership to the parish community, and uphold the highest standards and ecclesiastical teachings of the Catholic Church and the laws of the State of Wisconsin and act accordingly at all times. Assistant Principals shall attend weekly Mass and adhere to the precepts of the Catholic Church.
 - D. Attend and participate in meetings and activities during or outside of regular school hours and such other professional meetings and activities as might be called for improving and/or coordinating the work of the principal and teachers. These include, but are not limited to meetings of: parish staff, education commission/school board, faculty meetings, catechetical activities (SOWDI), meetings called by the Office of Catholic Schools and principal or staff retreats.
 - E. Comply with the requirements of the Office of Catholic Schools, Diocese of Madison, and the State of Wisconsin requiring the educational preparation of principals now in force and as may be hereinafter enacted by said bodies.
8. **DISCHARGE OF PROBATIONARY ASSISTANT PRINCIPAL.** Assistant Principal shall be on probationary status for the first two years of employment with the parish. During said period this contract may be terminated and principal discharged at the parish's sole discretion, and the protections provided by paragraphs 9 and 12 shall not apply.
9. **DISCHARGE OF NONPROBATIONARY ASSISTANT PRINCIPAL.** Assistant Principal (AP), if he or she has more than two years of past employment with the parish, may not be discharged during the term of this contract for arbitrary and capricious reasons. Unsatisfactory performance or conduct shall be considered justifiable grounds for discharge. By way of illustration and not limitation, the following shall constitute unsatisfactory performance or conduct: inability to teach; inability to control or discipline the class or classes taught or supervised; general incompetence; absenteeism; unexcused tardiness; unprofessional or uncooperative attitude; inability to deal amicably with students, parents, principal, pastor, parish education commission/school board, or parish trustees; engaging in conduct not in keeping with the ecclesiastical teaching of the Catholic Church; or failing to comply with other provisions of this contract.
10. **ELIMINATION OF POSITION.** Notwithstanding any other paragraph, if parish eliminates AP's position due to declining enrollment, school closure, or other reasons unrelated to AP's performance, parish reserves the right to terminate this contract; provided that parish shall give AP 30 days advance written notice, by personal delivery or mail, of any such termination and further provided that parish may, depending on circumstances and in its sole discretion, grant AP up to 30 days severance pay.
11. **PARISH GOVERNANCE.** All decisions regarding the interpretation and implementation of this contract shall be made and implemented by the pastor and trustees.
12. **ALTERATION AND TERMINATION.** This contract may be modified, amended, or terminated by mutual agreement of the parties. Notwithstanding the previous sentence, if parish terminates this contract, it shall give written notice of the termination to assistant principal by personal delivery or mail and, in such event, parish may, depending on the circumstances and in its sole discretion, pay assistant principal up to 30 days severance pay.
13. **DISPUTE RESOLUTION.** Disputes pertaining to the interpretation and application of the provisions of this contract shall first be discussed and a solution sought at the local parish level. If further recourse is needed, the matter shall be referred by either party to the superintendent of the Office of Catholic Schools, Diocese of Madison, for review.

14. **ENTIRE AGREEMENT AND SEVERABILITY.** This contract consisting of two sides, the attached *Principal Contract Commentary*, and addendum, if any, contains and embodies the full employment agreement between the parties and no provisions, representations or promises, either express or implied, other than those set forth herein are binding on any party. This contract may be modified, amended, or terminated by mutual agreement of parish and principal. Any modifications, omissions or additions to this contract shall only be binding if reduced to writing and signed by the parties hereto. If any provisions or part of a provision of this contract is held to be invalid by operation of law or by any court, or if compliance with or enforcement of any provisions or part thereof should be restrained by any court, the remaining provisions of this contract shall not in any way be affected thereby.