



## **Process for Hiring a Principal for St. James School**

The process has begun.

- The job description has been written and was posted on Friday, March 23, 2018 to WECAN, the Madison Diocesan Job Posting Site, to other Wisconsin Dioceses, to colleges and the University. The job vacancy will be announced in our bulletin and area churches as soon as possible.
- Applications for the Principal position and resumes will be collected through April 20.
- A committee to review the resumes and to interview the candidates is being formed. This committee will consist of the following:
  - Monsignor Tom, Pastor
  - Michael McCabe, Principal
  - Mary Witte, Parishioner
  - Michael Schultz, Finance Committee Chair
  - Laura Tiller, 3<sup>rd</sup> Grade Teacher
  - Trish Koch, 5<sup>th</sup> Grade Teacher
  - Tricia Norby, Counselor
  - Mary Corcoran, Parent and Staff
  - Kristel Tatus, Parent
  - Alex Arango-Escalante, Parent
  - Rebecca Loggin-Parent
  - Bonnie Moschkau, Chair of the Hiring Committee
- The target date for the principal to be announced is the week of May 14.

We are looking to all of you to help communicate this information to anyone you believe would be qualified and interested in this position.

Attached, you will find a copy of the position description for St. James Principal.

Contact Person:  
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3/21/18

