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P-CDOP

**PROFESSIONAL DEVELOPMENT - ADMINISTRATORS**

All administrators shall continually update their qualifications by taking courses and workshops that lead to their personal and professional enrichment and development. Accurate records for each course and/or workshop shall be kept in the administrator’s personnel file.

All new diocesan administrators will be included in a leadership program facilitated by the Office of Catholic Schools during their first year of administration.

Principals must participate in all professional development programs and events for which their attendance is required by the Office of Catholic Schools. Exceptions to this policy will only be granted by the Superintendent of Schools upon receipt of a written request from the canonical pastor of the administrator’s school.

Reviewed 7/2018, 6/2020, 7/2021, 7/2022

Revised 7/2018, 6/2020