



Diocese of Arlington
“Encourage and Teach with Patience”

Office of Catholic Schools
200 N. Glebe Road, Suite 503
Arlington, VA 22203
703-841-2519

Dear Applicant:

Thank you for your interest in the position of high school head of school in our Diocese.

The following documents are attached:

- Application for Head of School
- Addendum to Application
- Professional Reference Form (3 are required)
- Clergy/Pastor Reference Form
- Witness Statement

Applicant sends:

- Cover letter
- Resume
- Application for Head of School
- Addendum to Application
- Copy of all professional licenses (including Catechist Certification, if applicable)
- Witness Statement

Please have forwarded:

- University/College Transcripts
- Three Professional Reference Forms
- Pastor/Clergy Reference Form

Send all of the above to:

Office of Catholic Schools
Diocese of Arlington
200 N. Glebe Road, Suite 503
Arlington, VA 22203

When all the required information is received, your file will be forwarded to the Head of School Search Committee. Attached for your review is the head of school's job description. If you have any questions, please contact us at 703-841-2519.