



DIOCESE OF ARLINGTON OFFICE OF CATHOLIC SCHOOLS

**TEACHERS: FINDING, RETAINING, REWARDING
March 2007**

RECRUITING

- TEACHER RECRUITING
 - Job Fairs (257)
 - Catholic Schools Week Info Sessions (88)
 - Newspapers (19)
 - Church Bulletins (25)
 - Website (61)
 - Parish Contacts (84)

Job Fair Visits 05-06, 06-07

Job Fairs	05-06	Attend	Appl	Hired		06-07	Attend	Appl	Hired
American University Job Fair	10/6/05	12	0	0		9/27/06	9	0	0
UVA Education Expo Fair	2/9/06	22	2	0		N/A			
UVA-FC	3/28/06	44	9	6		TBD			
Univ. of Mary Washington Education Fair	3/7/06	8	1	1		3/22/07			
GMU Educ.Recruitment Day	3/1/06	14	0	0		2/28/07			
Christendom College	4/6/06	13	2	1		3/27/07			
Greater Phila.Teacher Job- FairCanc. Conflict w/ Howard	3/29/06	0	1	1					
Howard Univ. Career Fair	3/29/06	26	0	0		Conflict			
Kutztown Job Fair (DeSales)						3/29/07			
Marymount Education Fair	11/18/05	16	4	2		Canceled			
Morgan State University	4/19/06	10	0	0		4/18/07			
Trinity College Job Fair	3/25/06	64	17	11		3/24/07			
Franciscan Univ.	3/29/06	25	2	1		3/28/07			
Catholic Schools Week		88	24	14			56	7	
STM (Lee Hall)	1/30/06					1/29/07	25		
St. Francis of Assisi (St. Catherine Room)	1/31/06					1/30/07	12		
All Saints (Music Room)	2/2/06					2/1/07	19		
Campus Visits									
Catholic Univ. Career Svcs 202-319-5623-College Visit	4/3/06	2	1	0		TBD			

Prospective Visits 2007

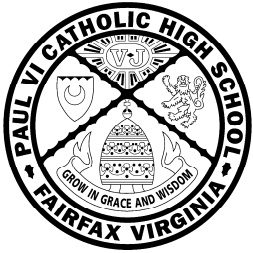
	A	B
22	Prospective Visits	
23	Fairfield University	CT
24		
25	Boston College	MA
26		
27	Loyola College in MD	MD
28	Mt. St. Mary's Univ.	MD
29	College of Notre Dame of MD	MD
30		
31	Seton Hall Univ.	NJ
32	Saint Peter's College	NJ
33		
34	St. John's Univ.	NY
35	Fordham University	NY
36		
37	Univ. of Dayton	OH
38	Xavier Univ.	OH
39	John Carroll Univ.	OH
40	Franciscan Univ of Steubenville	OH
41		
42	Villanova Univ.	PA
43	La Salle University	PA
44	Immaculata University	PA
45		
46	Marymount University	VA
47		
48	Wheeling Jesuit Univ.	WV

PRINCIPAL SEARCH

- Search Committee (Pastor, Current and Past Parents of School Students, School Alumni, School Administration and Faculty, Superintendent of Schools)
- Advertisements: Many Diocesan newspapers, NCEA, Education Week, Catholic Register, Marymount CSLP, Diocesan Schools, and Parish Bulletins

ADVERTISEMENT

- **ELEMENTARY SCHOOL PRINCIPAL
ST. ANDREW THE APOSTLE SCHOOL, CLIFTON, VA**
- **The Diocese of Arlington (VA) is accepting applications for the position of St. Andrew the Apostle Elementary (PreK-8) School Principal for the 2006-2007 school year. St. Andrew School presently enrolls 280 students and is accredited through the Virginia Council for Private Education.**
- **This vibrant parish and school community is seeking a qualified candidate who is a practicing Catholic, with a master's degree and/or equivalent experience, and at least three years of experience in elementary school as either teacher or principal. The successful candidate will be dedicated to advancing the mission and identity of a Catholic school as well as working well with students, teachers, parents and community leaders.**
- **Interested candidates should send a resume, with St. Andrew-Principal in the subject line, to:**
- **PrincipalSearch@arlingtondiocese.org**
- **Closing Date: May 20, 2006**



HIGH SCHOOL PRINCIPAL PAUL VI CATHOLIC HIGH SCHOOL, FAIRFAX, VIRGINIA

www.paulvi.net

Closing Date: February 28, 2007

The Diocese of Arlington is accepting applications for principal of Paul VI Catholic High School in Fairfax, VA, a vibrant suburb of Washington, DC, starting in the 2007-2008 school year.

The fast-growing Diocese of Arlington has opened 7 new schools in the past decade and has seen a 25% increase in enrollment.

Paul VI is a Catholic, co-educational, college preparatory high school, fully-accredited through SACS, presently enrolling 1,200 students and with a total faculty and staff of 135. The school also offers a unique program for students with special needs.

A qualified candidate must be a practicing Catholic with a master's degree and/or equivalent experience as well as administrative experience.

Interested candidates should send a cover letter, resume, list of 5 references, and statement of educational philosophy - with "Paul VI HS –Principal" in the subject line - to: PrincipalSearch@arlingtondiocese.org

**PAUL VI CATHOLIC HIGH SCHOOL
PRINCIPAL SEARCH 2007-2008
SCHEDULE OF ACTIVITIES**

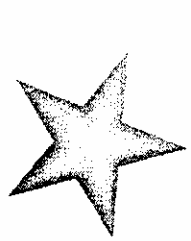
DATE	ACTIVITY
January 5, 2007	Superintendent's letter to the PVI Board of Governors
January 5, 2007	Principal position advertised by the Office of Catholic Schools
January 8, 2007	Superintendent's letter to the Pastors and Principals
January 9, 2007	Superintendent's letter to PVI Faculty and Community
February 28, 2007	Deadline for applications
March 12, 2007	Executive Committee meeting at PVI @ 6:30 p.m.
March 21 and 22, 2007	<i>First Round</i> of interviews by all committees Meeting times TBD
March 26, 2007	<i>Second Round</i> of interviews by Executive Search Committee Meeting times TBD
March 28, 2007	Contract offer made

CATHOLIC IDENTITY

- FAITH – TOP REASON WHY PARENTS CHOOSE OUR SCHOOLS
- ALL TEACHERS REQUIRED TO BE PERSONS OF FAITH
- PRINCIPALS GIVEN GUIDANCE ON INTERVIEWING CANDIDATES

APPLICANT REQUIREMENTS

- APPLICATION
- 3 PROFESSIONAL REFERENCES
- 3 PERSONAL REFERENCES
(OPTIONAL)
- CLERGY REFERENCE
- OFFICIAL TRANSCRIPTS



INTERVIEWING TECHNIQUES RELATED TO OUR CATHOLIC FAITH

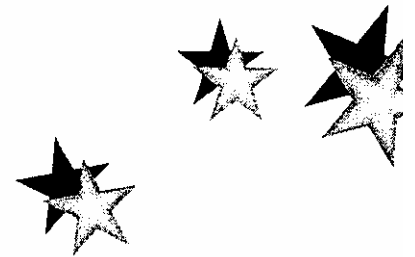


Sr. Patricia Helene, I.H.M.

Principals' Meeting

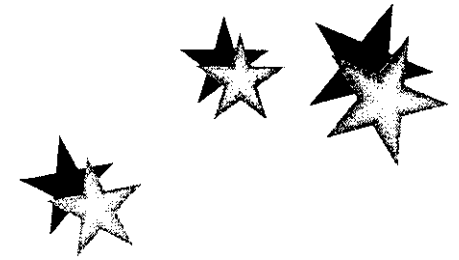
March 10, 2003

**What can I ask
about
spirituality ?**



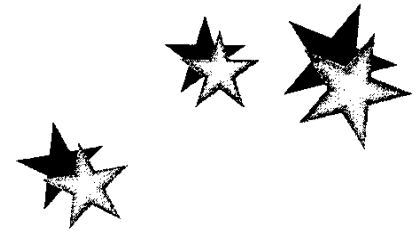
Questions Related to Spirituality

- **How should I ask these questions in the interview?**
 - Tone
 - Manner
 - Response/Reaction
 - Observation



Questions Related to Spirituality

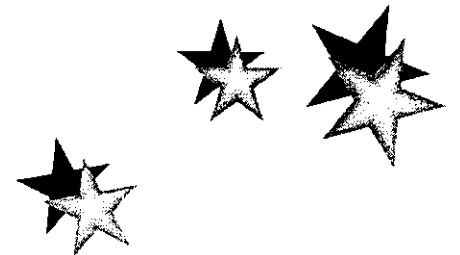
- Tell me how you practice your Catholic faith?
- How is your Catholic faith important to you?



(Copyright) Sr. Patricia Helene Earl, IHM, PH.D.

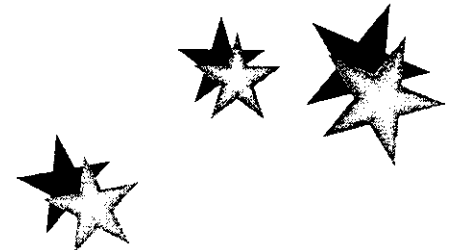
Questions Related to Spirituality

- Explain how would you incorporate prayer into your classroom, your interaction with students?



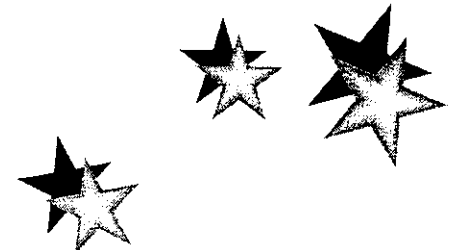
Questions Related to Spirituality

–In what ways would you try to integrate our Catholic faith into other aspects of your day, classes other than Religion?



Questions Related to Spirituality

- In what ways can you make the Mass more meaningful for your students, especially when they are the participating congregation?



DIOCESAN INTERVIEW AFTER HIRE

- **UNIQUE ROLE TO SHAPE STUDENTS BOTH ACADEMICALLY AND SPIRITUALLY**
- **PURPOSE: RAISE AWARENESS OF NEED TO BE A SPIRITUAL LEADER AND A RESPONSIBLE, MORAL ROLE MODEL FOR STUDENTS**
- **LIFESTYLE SHOULD BE CONSISTENT WITH TEACHINGS OF THE CATHOLIC FAITH**
- **OPEN-ENDED QUESTIONS-PRAYER, SERVING EACH OTHER, STRATEGIES FOR SPECIAL-NEEDS**
- **PASTORAL & PROFESSIONAL ASPECTS OF TEACHING**

Charter for the Protection of Young People

- Virtus Training
- Fingerprinting
- Background Checks
- Code of Conduct
 - Processes through the Child Protection/Safety Office
 - 200 North Glebe Road Suite 914
 - 703/841-3847

TEACHER LICENSING

- **REQUIREMENT-ONCE HIRED, PURSUE VA OR VCEA LICENSE AT RATE OF 6 CREDITS PER SCHOOL YEAR**
- **VIRGINIA LICENSE**
 - **GRADUATE FROM TEACHER PREPARATION PROGRAM**
 - **COMPLETE ALTERNATIVE ROUTE TO LICENSURE PROGRAM**
 - **TECHNOLOGY COMPLIANCE**
- **VIRGINIA CATHOLIC EDUCATION ASSOCIATION CERTIFICATE**
 - **6 CREDITS IN EDUCATION**
 - **6 CREDITS IN PREVIOUS 5 YEARS**
 - **TECHNOLOGY COMPLIANCE**

RELIGION CERTIFICATION

- REQUIREMENT FOR ALL RELIGION TEACHERS TO BE CERTIFIED CATECHISTS
- DEMONSTRATE COMPETENCY IN METHODS/PSYCHOLOGY, SCRIPTURE, AND THEOLOGY

BENEFITS

- TUITION ASSISTANCE – CONTINUING EDUCATION *
- TUITION DISCOUNT AT MARYMOUNT AND CATHOLIC UNIVERSITY
- WORKSHOPS FOR PROFESSIONAL DEVELOPMENT
- SUMMER SEMINARS
- DIOCESAN INSTITUTE
- BONUSES*
- CHRISTMAS GIFTS
- TUITION ASSISTANCE FOR CHILDREN
- LUNCH
- WISH LIST ITEMS
- MENTORS*
- CATHOLIC ENVIRONMENT

(*WHEN AVAILABLE)

MINIMUM TEACHER SALARY SCALE

DIOCESE OF ARLINGTON

OFFICE OF CATHOLIC SCHOOLS

**MINIMUM TEACHER SALARY SCALE
FY 2007-2008**

	FY2000-2001	FY2001-2002	FY2002-2003	FY2003-2004	FY2004-2005	FY2005-2006	FY2006-2007	FY2007-2008
STEP								
1.	\$21,380	\$23,518	\$25,870	\$26,516	\$27,047	\$27,452	\$27,864	\$29,257
2.	\$21,807	\$23,988	\$26,387	\$27,047	\$27,588	\$28,001	\$28,422	\$29,843
3.	\$22,244	\$24,468	\$26,915	\$27,588	\$28,139	\$28,562	\$28,990	\$30,439
4.	\$22,689	\$24,957	\$27,453	\$28,139	\$28,702	\$29,133	\$29,570	\$31,048
5.	\$23,142	\$25,457	\$28,002	\$28,702	\$29,276	\$29,715	\$30,161	\$31,669
6.	\$23,605	\$25,966	\$28,562	\$29,276	\$29,862	\$30,310	\$30,764	\$32,303
7.	\$24,077	\$26,485	\$29,133	\$29,862	\$30,459	\$30,916	\$31,380	\$32,949
8.	\$24,559	\$27,015	\$29,716	\$30,459	\$31,068	\$31,534	\$32,007	\$33,608
9.	\$25,050	\$27,555	\$30,310	\$31,068	\$31,690	\$32,165	\$32,647	\$34,280
10.	\$25,551	\$28,106	\$30,917	\$31,690	\$32,323	\$32,808	\$33,300	\$34,965
11.	\$26,062	\$28,668	\$31,535	\$32,323	\$32,970	\$33,464	\$33,966	\$35,665
12.	\$26,583	\$29,242	\$32,166	\$32,970	\$33,629	\$34,134	\$34,646	\$36,378
13.	\$27,115	\$29,826	\$32,809	\$33,629	\$34,302	\$34,816	\$35,339	\$37,106
14.	\$27,657	\$30,423	\$33,465	\$34,302	\$34,988	\$35,513	\$36,045	\$37,848
15.	\$28,210	\$31,031	\$34,134	\$34,988	\$35,688	\$36,223	\$36,766	\$38,605
16.	\$28,775	\$31,652	\$34,817	\$35,688	\$36,401	\$36,947	\$37,502	\$39,377
17.	\$29,350	\$32,285	\$35,514	\$36,401	\$37,129	\$37,686	\$38,252	\$40,164
18.	\$29,937	\$32,931	\$36,224	\$37,129	\$37,872	\$38,440	\$39,017	\$40,967

Teachers above step 18 also receive a 3.5% increase for the 2007-2008 school year.
Teachers with a Master's Degree receive an additional \$1,500 per year.

CATHOLIC DIOCESE OF ARLINGTON

Office of Catholic Schools

Diocesan New Teacher Orientation

- **attachment 1**
-
- Thursday and Friday, August 16 & 17, 2007
- St. Thomas More Cathedral School
- **AGENDA**
- **Thursday, August 16, 2007**
- 9:00 a.m. Welcome
- Prayer
- Superintendent's Remarks
- 9:15 a.m. Sister Pat McCormack, Keynote Speaker
- "Being a Classroom 'Spiritual' Teacher"
- 10:30 a.m. Break
- 10:45 a.m. TBD
- Speakers to Address Topics Generic to Both Groups
- 11:45 a.m. Lunch
- 1:00 p.m. Break-out Sessions
- Elementary Teachers
- *Topics (TBD)*
- High School Teachers
- *Topics (TBD)*
- 2:00 – 3:15 p.m. Employee Benefits Program
- 3:15 p.m. Departure

CATHOLIC DIOCESE OF ARLINGTON

Office of Catholic Schools

Diocesan New Teacher Orientation

- 9:00 a.m. Prayer
 -
 - 9:15 a.m. – 12:00 noon Break-out Sessions
 - 12:00 noon Lunch
 - 1:00 p.m. Meeting for Religion and Foreign Language Teachers
 - 3:00 p.m. Departure
 - TOPICS:
 - Certification – Professional, Religion, Technology
 - Diocesan Planning for Instruction Process
 - Setting Goals and Evaluation
 - Lesson Plans
 - Parent Conferences/Communication
 - Classroom Management
 - Grading Policies
 - Professional Development Opportunities
 - Diocesan Education Institute
 - Summer Seminars
 - Special Needs Seminars
 - March Teacher In-service
 - Virtus Training and Office of Catholic Schools Interviews
 - Homework
 - Students with Special Needs
 - SPEAKERS:
 - Sister Pat McCormick
 - Office of Catholic Schools Staff
 - Selected Principals
- GROUPINGS:
Elementary and High School
(broken out separately, rookies from veterans in each group)

SUMMER SEMINAR 2006 JUNE CALENDAR OF EVENTS

FRIDAY, JUNE 16, 2006				
			<i>Website Design in the Literature Classroom</i> Paul VI 9:00 a.m. - 2:00 p.m. <i>Word Study for Teachers in Grades K - 4</i> St. Thomas More 9:00 - 12:00 <i>Word Study for Teachers in Grades 5 - 8</i> St. Thomas More 1:00 p.m. - 4:00 p.m.	
MONDAY, JUNE 19, 2006	TUESDAY, JUNE 20, 2006	WEDNESDAY, JUNE 21, 2006	THURSDAY, JUNE 22, 2006	FRIDAY, JUNE 23, 2006
<i>Bullying - Common Sense Rules for Teachers</i> Paul VI 9:00 a.m. - 2:00 p.m. <i>Diocesan Wellness Policy</i> St. Andrews 9:00 a.m. - 12:00 noon <i>New Science Curriculum</i> Corpus Christi School 9:00 a.m. - 3:00 p.m.	<i>Bio-tech and Curriculum</i> Paul VI 9:00 a.m. - 3:00 p.m. <i>Curriculum Mapping</i> St. Francis of Assisi School 9:00 - 3:00 p.m. <i>Guided Reading</i> Holy Spirit School 9:00 a.m. - 3:00 p.m. <i>Ministry Potpourri</i> St. Ambrose 9:00 a.m. - 3:00 p.m.	<i>Bio-tech and Curriculum</i> Paul VI 9:00 a.m. - 3:00 p.m. <i>Differentiated Instruction Workshop for Primary Grade Teachers</i> St. Ann 9:00 a.m. - 3:00 p.m. <i>Differentiated Instruction Workshop for Upper Grade Teachers</i> St. Ann 9:00 a.m. - 3:00 p.m. <i>Foreign Language Workshop</i> Nativity School 9:00 a.m. - 3:00 p.m. <i>Teacher-Made and Alternative Student Assessments</i> St. Agnes School 9:00 a.m. - 2:00 p.m.	<i>Bio-tech and Curriculum</i> Paul VI 9:00 a.m. - 3:00 p.m. <i>Classroom Management Workshop</i> St. James School 9:00 a.m. - 12:00 noon <i>CPR/First Aid Training</i> Bishop O'Connell 9:00 - 4:00 p.m. <i>Cultivating Effective Writing & Grammar</i> St. James 1:00 p.m. - 3:00 p.m. <i>Enhanced Teaching with ActivBoard</i> Nativity School 9:00 a.m. - 3:00 p.m. <i>Math Seminar Grades 4 - 8</i> St. James 9:00 a.m. - 12:00 noon	<i>Bio-tech and Curriculum</i> Paul VI 9:00 a.m. - 3:00 p.m. <i>CPR/First Aid Renewal</i> Bishop O'Connell 9:00 a.m. - 1:00 p.m. <i>Teaching English Language Learners - Best Practices</i> St. Charles 9:00 a.m. - 12:00 noon
MONDAY, JUNE 26, 2006	TUESDAY, JUNE 27, 2006	WEDNESDAY, JUNE 28, 2006	THURSDAY, JUNE 29, 2006	FRIDAY, JUNE 30, 2006
<i>Catholic Virtues Seminar</i> St. James 9:00 a.m. - 3:00 p.m. <i>Irlen Screener Training</i> Paul VI 8:30 a.m. - 4:00 p.m.	<i>Catholic Virtues Seminar</i> St. James 9:00 a.m. - 3:00 p.m. <i>Developing Catholic Social Teaching</i> Nativity School 9:00 a.m. - 3:00 p.m. <i>Irlen Screener Training</i> Paul VI 8:30 a.m. - 4:00 p.m.	<i>Brain Gym</i> Nativity School 9:00 - 3:00 p.m. <i>Developing Catholic Social Teaching</i> Nativity School 9:00 a.m. - 3:00 p.m. <i>LD & ADHD in the Catholic School</i> St. Rita 9:00 a.m. - 12:00 noon	<i>Boys Will Be Boys</i> St. Michael 9:00 a.m. - 11:00 a.m. <i>Coping with Anxiety</i> St. Mary School 9:00 a.m. 3:00 p.m.	

SUMMER SEMINAR 2006 JULY and AUGUST CALENDAR OF EVENTS

SUMMER SEMINAR 2006 JULY and AUGUST CALENDAR OF EVENTS				
	TUESDAY, July 11, 2006			
	<i>Composition, Computers, and the Classroom</i> Paul VI 9:00 a.m. - 2:00 p.m.			
MONDAY, AUGUST 14, 2006	TUESDAY, AUGUST 15, 2006	WEDNESDAY, AUGUST 16, 2006	THURSDAY, AUGUST 17, 2006	FRIDAY, AUGUST 18, 2006
<i>Art Teacher Toolbox, Pt II</i> St. Veronica School 10:00 a.m. - 2:00 p.m.	<i>Art Teacher Toolbox, Pt II</i> St. Veronica School 10:00 a.m. - 2:00 p.m. <i>Primary Grade Math</i> St. John the Evangelist School 9:00 a.m. - 3:00 p.m.	<i>Grade Quick Level II</i> St. Louis School 8:30 a.m. - 11:30 a.m. <i>Grade Quick Level II</i> St. Louis School 12:30 p.m. - 3:30 p.m.	<i>Grade Quick Level I</i> St. Louis School 8:30 a.m. - 11:30 a.m. <i>Grade Quick Level I</i> St. Louis School 12:30 p.m. - 3:30 p.m. <i>Study Skills Across the Curriculum</i> St. Mary School 9:00 a.m. - 3:30 p.m.	

TUITION GRANT PROGRAM HISTORY AND GUIDING PRINCIPLES

During his tenure as Bishop of Arlington, Most Reverend John R. Keating established the *Parish Allocation for Catholic Education (PACE)* Program. In doing so, he offered the following rationale for implementing this policy:

“In 1972 the Bishops of the United States proclaimed that ‘We call upon all members of the Catholic community to do everything in their power to maintain and strengthen Catholic schools which embrace the threefold purpose of Catholic education’ (To Teach As Jesus Did, #118). In keeping with that statement, the support of Catholic schools in the Diocese of Arlington is the responsibility of the entire Catholic community.”

In maintaining that spirit of support, yet understanding of the concerns pastors expressed regarding the lack of restriction on their financial contributions that were annually transferred to the schools’ operating budgets, in May of 2002 Most Reverend Paul S. Loverde, Bishop of Arlington, asked Father John O’Neill to chair a committee to review the *PACE* program.

The result of Father O’Neill’s efforts was the introduction of a new initiative entitled *The Diocese of Arlington Tuition Assistance Program*. With the implementation of this new program during the 2003-04 school year, several additional enhancements were noteworthy:

- Every parish in the Diocese would participate and offer an annual contribution based on the parish’s income (as reported on the Diocesan Parish Report), and not the number of student parishioners attending a Catholic school.
- All funds received from the parishes would be credited directly to the tuition accounts of needy families each year (and not into the school’s general operating budget).

This change, which remains in practice today, responded to the pastors’ desire to seek a more equitable method in determining a parish contribution, and to restrict those funds for families who desire a Catholic school education but lack the financial means to afford this expense.

TUITION GRANT PROGRAM

2007-2008

- The Catholic Diocese of Arlington is pleased to provide a Tuition Grant Program for parents of students attending our Diocesan Catholic schools. The program receives \$1.2 million annually from our parishes as well as the Rooted in Faith~Forward in Hope endowment.
- Every school year, interested families are asked to submit a student aid application form and a processing fee of \$20.00 to FACTS Management Company. FACTS is a Nebraska-based company recently contracted by the Diocese of Arlington to provide a confidential and objective financial analysis in determining a family's ability to pay for Catholic school education.
- In order to be eligible for receiving tuition assistance, students in grades Kindergarten through grade 12 (Pre-K is not eligible) must satisfy all of the criteria described below:
 - Baptized Catholic or convert officially received into the Church;
 - Family resides within the boundaries of the Diocese of Arlington;
 - Family is a registered and active member of a parish in the Diocese of Arlington or a military base parish;
 - Student attends or is accepted by a Catholic school in the Catholic Diocese of Arlington.
- Each year, the funds from the Tuition Grant Program are paid directly to the schools to which qualifying students attend. Schools credit the tuition accounts for those families who have been approved to receive assistance for that school year.

REVIEW OF TUITION GRANT PROGRAM

2002-03 School Year *(Program approved by Bishop Loverde)*

Total Parish Contribution **\$1,093,631**

*Note: Total funds were to match
prior PACE contributions of \$1,093,631.*

2003-04 School Year

Total Parish Contribution **\$1,050,953**

*Note: Several parishes adjusted their reports
thus reducing income by \$42,678.
At year end, other parish payments were outstanding,
resulting in an additional shortfall of \$29,206.*

2004-2005 School Year

Total Parish Contribution **\$1,059,042**

2005-2006 School Year

Total Parish Contribution **\$1,177,572**

2006-2007 School Year

Total Parish Contribution **\$1,250,000**

Catholic Diocese of Arlington

Distinguished Teachers of the Year Award Program

Established by the Catholic Business Network and the Diocese of Arlington to honor dedicated Pre-K to grade 12 teachers in the Catholic schools in the Diocese of Arlington whose accomplishments and talents have made an extraordinary impact on students, colleagues, and the school community through consistent and extraordinary ways evidence exemplary teaching, a Christian and caring attitude, and dedication to their school communities.

WHO IS ELIGIBLE FOR NOMINATION?

Teachers

- Employed by a Catholic school in the Diocese of Arlington;
- Have taught for at least three years in the Diocese of Arlington;
- Currently certified by the VCEA, the state of Virginia or have a CDA certificate;
- Satisfy the established nomination criteria.

WHO MAY SUBMIT A NOMINATION?

- Principals;
- Colleagues;
- Parents;
- Current or former students, 18 years or older.

NOMINATION PROCESS

Detailed information must be included in the nomination packet that supports the established nomination criteria.

The nomination packet includes:

Distinguished Teachers of the Year Award Nomination Form;

Three letters of support from the following:

Current Principal and/or Pastor;

Colleague;

Former or current student or parent.

The nomination form, established criteria, and criteria answer form are available at <http://arlingtondiocese.org/offices/schools/events>. All nominations should be submitted by 4:30 p.m. on the first Friday in February to Diane Elliot, Office of Catholic Schools, Suite 503, 200 North Glebe Road, Arlington, VA, 22203. Please contact Diane Elliott at 703.841.3818 for more information.