

BASIC REQUIREMENTS FOR CATHOLIC SCHOOL TEACHERS **OF THE DIOCESE OF MONTEREY**

Interview, selection and hiring will be the responsibility of the School Principal in consultation with the Pastor (if applicable).

As a professional, the Teacher shall:

- Have completed a BS or BA degree from a recognized college or university
- Have the required ECE units (*in the case of a preschool teacher applicant*)
- Adhere to the minimum requirements for Religious Education Certification as set forth by the Diocese of Monterey
- Hold a California Teaching Credential or its equivalent from another state
- Have knowledge of or willingness to develop computer skills
- Have a record of effectiveness, or the potential for effectiveness, in realizing the goals of Catholic education
- Be willing to teach in accordance with the doctrine of the Catholic Church
- Be dedicated to the interest of all children—their intellectual as well as their spiritual and moral development
- Be willing to serve as a model in accordance with the “Expectations of Each Person Working in Catholic Schools” (included in this packet).

To be eligible for employment the applicant must meet the following requirements:

1. Establish a complete file, including:
 - Completed application
 - Official transcript(s) of college and university work completed, including degree(s)—production of the original issued by the college/university is required
 - Verification of currently valid credential(s)
 - College placement folder (if one has been opened)
 - Employment Verification and Release Forms
 - Personal references
 - Leadership Self-Analysis
 - Evidence of freedom from active tuberculosis (TB)
 - If this application is being submitted for first-time employment as a teacher in California, California law requires that applicant be examined for tuberculosis within 60 days before hire.
 - If not the first employment as a teacher, the law requires a tuberculosis examination every four years.
 - In either case, documentation of applicant’s most recent TB exam is necessary to complete application file.
2. Meet all diocesan employment and professional requirements, as well as all applicable state and federal laws and regulations relating to employment.
3. Comply with diocesan fingerprinting requirements: even if applicant possesses a valid California teaching credential, applicant must satisfactorily complete the criminal records check through the State of California (which includes a check by the Federal Bureau of Investigation) before s/he may begin employment.
4. Pursuant to the Immigration Reform and Control Act, after employment, persons are required to submit information for Employment Eligibility Verification (Form I-9). The I-9 will be processed at the individual school site.
5. Establish qualifications in an interview with the School Administrator.