Basic Requirements for Teachers
Catholic Schools of the Diocese of Monterey

The teacher applicant shall:

Catholic Identity:
- 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 a Teacher Working in Catholic Schools” (see Leadership Self-Analysis below)
- Provide answers to Supplemental Questions (see below)
- Be a Catholic if a teacher of religion (one who teaches in a self-contained classroom or who teaches any aspect of religious formation, belief, practice, history or any related subject)
- Adhere to the minimum requirements for Catechist Certification as set forth by the Diocese of Monterey

Education, Professional Credentials, and Employment Verification:
- Have completed a BS or BA degree from a recognized college or university
- [Preschool] Have the required ECE units
- [Elementary School] Hold a valid California Teaching Credential or its equivalent from another state
- [Secondary School] Hold a valid California Teaching Credential or its equivalent from another state; or have an advanced degree in the field of teaching
- Provide Employment Verification and Release forms
- Meet all diocesan employment and professional requirements, as well as all applicable state and federal laws and regulations relating to employment

Skills:
- Be knowledgeable about current State Standards, best practices in teaching and using data to drive instruction
- Be proficient in educational technology and have a willingness to integrate new technology into the curriculum

Establish a complete file, including:
1. Completed application (includes Supplemental Questions)
2. Official transcript(s) of college and university work completed, including degree(s) --production of the original issued by the college/university sent directly to the principal is required
3. Verification of currently valid credential(s)
4. College placement folder (if one has been opened)
5. Employment Verification and Release Forms
6. Three professional references
7. 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 this is 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

Before the applicant may begin employment:
- Interview – applicant must establish qualifications in an interview with the School Administrator
- Fingerprinting – applicant must comply with Diocese of Monterey preschool and K-12 fingerprinting requirements even if applicant possesses a valid California teaching credential or was previously fingerprinted for other employment or for volunteer service, applicant must satisfactorily complete the criminal records check through the State of California (which includes a check by the Federal Bureau of Investigation and, for preschools, the Child Abuse Index)
- Safe Environment Training – applicant must complete Diocese of Monterey Safe Environment Program requirements, including “Shield the Vulnerable” training and must provide the Principal with the certificate for completing such training
- Employment Eligibility Verification – 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

The interview-selection-hiring process is the responsibility of the School Principal and, in the case of a parochial school, in consultation with the Pastor and (if applicable) the Canonical Administrator.

Revised 3/16/2017
Leadership Self-Analysis

The following are the “Expectations of a Teacher Working in Catholic Schools”:

- Understands and accepts the fact that the schools are operated in accordance with the philosophy of Catholic education
- Accepts and supports the ongoing building and living of a Faith Community, not simply as a concept to be taught, but as a reality to be lived in worship, service, and interpersonal relationships
- Has an overall knowledge of the goals of the entire school program and can relate his/her specific expertise to these goals
- Reflects in his/her personal and professional life a commitment to Gospel values and Christian tradition
- Acknowledges that faith commitment is a free gift of God that is both relational and intellectual
- Accepts the responsibility for providing an atmosphere for fostering the development of a faith commitment by the students
- Recognizes and respects the primary role of the parents in the education of their children
- Relates to the students in an adult Christian manner and contributes to the student's sense of self-worth as a Christian person
- Fosters the apostolic consciousness of students by encouraging them to join in experiential learning activities that give witness to Christian justice and love

Supplemental Questions

As part of the application process, teacher candidates are asked to submit written responses to the following:

1. Describe your basic philosophy of teaching. What are the beliefs that guide your actions as a teacher?
2. Why do you wish to teach in a Catholic School?
3. What purpose(s) do you feel Catholic Schools fulfill?
4. What is the contribution you can personally make to a school’s goals?