

ARCHDIOCESE OF PHILADELPHIA

Office of Catholic

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What are the requirements for teaching in the Secondary School System?

The applicant must have a minimum of a Bachelor's Degree, with at least 24 credits in the subject area. Certification is not required for hiring, but a teacher cannot be granted tenure without certification. Diocesan certification is available for Secondary School Theology teachers.

Do I need to send all of the requested materials in with my application packet?

Yes. Materials must be sent together (*only pastor's / clergy person's letters may be sent directly to the Office*). The Office is not responsible for any materials that are sent separately. Applicants will not be granted an interview unless all paperwork is in.

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Do I need to send in the originals of my Child Abuse History Clearance ,Criminal Record , and FBI Fingerprint checks?

The Office will need to see the originals. If you include the originals with your application packet, copies will be made and noted, and the originals returned to you. If you include copies with your application packet, you must bring the originals with you to your interview for verification. *Please note clearances are valid for one year from date of issuance.*

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What is the hiring procedure for Secondary Teachers?

Once the applicant has returned the completed application packet to the Secondary Personnel Office, he/she will be put on the "to be interviewed list" (*note, it could be several months before an interview is scheduled*). Once interviewed and evaluated by the Office, the applicant's infor-

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Are Secondary openings listed anywhere?

No. Schools notify the Secondary Personnel Office of any openings and the Office forwards the list of applicants for the subject area.

When do interviews take place?

The majority of interviews for the 2008-2009 school year will take place May to July 2008 . Not all applicants will be called in for an interview. The Office bases interview selection on quality of applications and perceived subject area need. Only applicants with complete application will be considered.

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When does the hiring process begin?

Most of the hiring for the 2008-2009 school year will take place during the months of July & August 2008.

How will I know if I am being considered for an opening?

Once interviewed, the applicant's name, interview rating, and contact information will be placed on a list according to subject area. When a school has an opening the list will be sent out. If interested, the school will contact the applicant for a position-specific interview.

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How long will my application remain active?

Applications are kept on file for one year. Toward the end of the school year, postcards will be mailed to appli-