



**CATHOLIC
SCHOOLS**

educating mind ♥ heart ♥ spirit

Archdiocese of Galveston-Houston

Schools Office

GENERAL INFORMATION

TEACHER/PROFESSIONAL STAFF EDUCATIONAL QUALIFICATIONS

See “*Educational Qualifications for Catholic Schools Professional Staff.*”

APPLICATION PROCESS

- 1) Please complete and mail the four-page application form and the two-page Criminal Background Check Authorization Form to the Archdiocesan Catholic Schools Office to the address below.
Complete all areas on the application paperwork. Do not write “see attached” or “see resume.”
- 2) Have an official transcript (or U.S. Equivalency report, if your degree was received outside the U.S.) mailed to the Director of Teacher Personnel in the Catholic School Office at the address below.
- 3) Have three professional referrals (from supervisors of your paid, volunteer or college work) or have your university career office mail a placement folder (if available) to the Director of Teacher Personnel at the address below.
- 4) The Service Record form is provided for your convenience. Documented prior service affects salary offers and you may wish to have the completed form when interviewing with our principals.
- 5) All paperwork, except for your service record, should be mailed (not faxed) to:
Susan Robenolt, Dir. of Teacher Personnel in the Catholic Schools Office at the address below.
- 6) The application becomes the property of the Archdiocese.
- 7) The application will remain on file for one year. To re-activate your file for the next school year, contact the Director of Teacher Personnel in the Catholic Schools Office.
- 8) Once your application is accepted, an email or letter is sent to you and your name and information is given out to our Catholic school principals for their consideration. You may also contact principals.

LOCATION

There are 50 elementary and 9 high schools in the Archdiocese. The schools are located in Houston, Baytown, Clear Lake, Conroe, Crosby, Dickinson, Galena Park, Galveston, Hitchcock, Humble, Katy, Kingwood, League City, Navasota, Pasadena, Pearland, Richwood, Rosenberg, Spring, Sugar Land, Tomball, and The Woodlands.

GRADES

Early Childhood: 3K-5K (3, 4 and 5 yr. olds); Primary/Elementary: Grades 1-5 or 6;
Junior High/Middle School: Grades 6-8 or Grades 7 & 8; and High School: Grades 9-12.

CURRICULUM

The academic program in the Catholic Schools is designed to impart a well-rounded education involving the intellectual, spiritual, and physical aspects of the student. The schools reflect a variety of teaching styles and organizational patterns, including self-contained classrooms, departmentalized by subject, team teaching, guided teaching with program flexibility. Religion and values are taught through curriculum, liturgies and environment.

ACCREDITATION

All Catholic Schools in the State of Texas are accredited through the Texas Catholic Conference Accreditation Commission, and are members of the National Catholic Education Association.

SALARY

Salaries are negotiated and contracts are signed at the school that hires the teacher. All schools offer pension and health care benefits.

INCENTIVES TO TEACH IN THE CATHOLIC SCHOOLS

- . Being a part of an accredited system of schools with an effective educational program.
- . Having a common goal of imparting values and moral responsibility to our students.
- . Teaching in an environment of caring and discipline.
- . Strong, parental support.