



Archdiocese of Galveston-Houston

Schools Office

Education Qualifications for Catholic Schools Professional Staff

Texas Catholic Conference Education Department Accreditation Requirements for Educational Personnel:

3K-4K- 5K Teachers (Part of an Early Childhood Program or Director of an Extended Day Program):

Associate Degree in early childhood or bachelor's degree with a minimum of 12 credit hours in early childhood education courses (or successful completion of appropriate state certification exam) and 3 credit hours in education technology as well as proficiency in education technology (see page 2). Early Childhood Courses must be appropriate to the age of students and content to be taught. Courses may include (but are not limited to) developmental or child psychology, human growth and development, learning theory, curriculum (early childhood, elementary or secondary) assessment, and classroom management.

Montessori Programs 3K, 4K, 5K (excluding Religion/Theology)

Bachelor's degree with Montessori certification from a MACTE accredited program and 3 credit hours in education technology as well as proficiency in education technology (see page 2). Montessori Teachers of 3-5 years of age must have an Associate Degree in Early Childhood education and Montessori certification from an MACTE accredited Montessori program. Teachers of Religion see qualifications on the next page.

Teachers in Self-Contained K-8

1. Bachelor's degree
2. 12 credit hours of education (learning theories, teaching methods, classroom management, developmental psychology, elementary or secondary curriculum) or successful completion of appropriate state certification exam
3. Technology Proficiency (see page 2)
4. Teachers of Religion/Theology must fulfill the minimum requirements for teachers of religion/theology

Teachers of Departmental Grades 6-8 (excluding Religion/Theology)

1. Bachelor's degree in content area taught (if teaching one content area)
or
18 credit hours in primary content area taught or in at least one content area taught or successful completion of appropriate state certification exam (if teaching more than one content area)
and
9-12 credit hours in each additional content area taught
2. 12 credit hours in education courses, or successful completion of appropriate state certification exam
3. Technology proficiency (see page 2)

Teachers in Grades 9-12 (excluding Technology and Religion/Theology)

1. Bachelor's degree in content area taught
 2. 12 credit hours in education courses
 3. 12 credit hours in each additional content area taught **or** successful completion of appropriate state certification exam
 4. Technology proficiency (see page 2)
- OR**
1. Bachelor's degree
 2. 12 credit hours in education courses
 3. 24 credit hours in the primary content taught or at least one content area taught or successful completion of appropriate state certification exam
 4. 12 credit hours in each additional content area taught or successful completion of appropriate state exam
 5. Technology proficiency (see page 2)

Teacher of Technology Grades PK-8

The classroom teacher must demonstrate proficiency in the areas of word processing, spreadsheets, databases, Internet use for educational purposes and multimedia presentations. Documentation can take the form of college level course or workshop verification, certificate from the ESC or a private company, letter of verification of proficiency from a school administrator, and verification of successful completion of appropriate certification exam.

Grades 9-12 (when taught as a separate subject)

1. A degree in computer science or a degree and 18-24 credit hours in content area to be taught or information processing technology (IPT) endorsement or successful completion of appropriate state certification exam.
2. 12 credit hours in education courses

Religion (PreK-8)

Teachers of religion must be Catholic.

1. Elementary level (K-8) teachers of religion must have a bachelor's degree including 12 credit hours in education with a minor in Religious Studies/Theology from a Catholic college or university or complete the required clock hours through the archdiocesan religion teacher certification program.
2. Early childhood teachers of religion must have an associate degree in Early Childhood education, or a bachelor's degree with 12 credit hours of early childhood or Montessori Certification and completed the required clock hours through the archdiocesan certification program for religion teachers.

Religion (9-12)

Teachers of religion

1. Must be Catholic.
2. Must have a bachelor's degree including 12 credit hours in education (or successful completion of appropriate state certification exam) with a major or minor in Religious Studies/Theology from a Catholic college or university.

Specialized Instructor

Elementary: Technology, ESL, Fine Arts, Foreign Language, and Physical Education (Degree preferred)

Prior to employment the principal must apply to the superintendent for a TCCED Specialized Instructor Certificate.

Substitute Teacher:

A substitute teacher who will have responsibility for a class for 50% or more of a grading period should have the same qualifications required for the regular teacher.

Library Staff:

Librarian (Required for secondary schools; preferred for elementary and middle schools):

1. A master's degree in library science or a bachelor's degree with a learning resources endorsement and
2. Evidence of proficiency in the use of information technology resources (library automation, Internet access, electronic resources,) and

*Courses needed for the Learning Resources Endorsement include: Collection Development; Organization of Collections; Information Services and Resources; School Library Media Center Administration; Instructional Design and Library Media Production; and Literature for Young Adults.

Library Manager (elementary and middle schools where librarian is not possible)

1. A high school diploma; an Associate's degree or 60 college hours preferred and
2. Evidence of knowledge of library procedures, technical services, materials selection, appropriate selection of books, including quality children's literature books, and basic reference skills and
3. Proficiency in the use of information technology resources (library automation, internet access, electronic resources, multimedia delivery systems, etc.).

Guidance Counselor

Master's degree in counseling; or a master's degree in psychology or social work, with courses that address theories and methods of counseling, psychology of adolescence, career information and development, multicultural counseling, and vocational, academic and career testing.

School Nurse

The registered nurse must be knowledgeable in school nursing practice, administration and will be responsible for implementing the school health program according to the standards of accreditation and the Health Manual for Schools in the Galveston-Houston Archdiocese. The registered nurse has three distinct but overlapping roles: the generalist clinician, the primary care provider, and the case manager.



**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.

CATHOLIC SCHOOLS OFFICE – ARCHDIOCESE OF GALVESTON-HOUSTON

2403 Holcombe Blvd., Houston, Texas 77021 Phone 713 –741-8704

Teacher / Professional Staff Application

PERSONAL DATA

All areas must be completed on this application.

Title	Last Name	First Name	Middle/Maiden	Religious Order	Rel.Order Initials
Mailing Address		City	State	Zip Code	
Social Security No.	Email	Home Phone	Cell Phone	Religion	

If employed, can you submit verification of your legal right to work in the United States?

Yes No If no, explain _____

POSITION DESIRED

Check position ✓ (See enclosed sheet for Educational Qualifications for Catholic School Professional Staff)

Classroom Teacher Substitute Teacher Librarian Library Manager Counselor Nurse
 Specialized Instructor (e.g. ESL, foreign language, fine arts, physical education)

If teaching position, indicate grade preferences and secondary subject preferences:

Early Childhood (3-4-yr. old PK-5K)	1 st	2 nd	3 rd
Elementary (5K-5)	1 st	2 nd	3 rd
Secondary 6-8	1 st	2 nd	3 rd
Secondary 9-12	1 st	2 nd	3 rd

Check one ✓ : Full-time Part-time Date available for employment: _____

Check Geographic Preferences ✓

Houston Area: Central N NE NW S SE SW W E Harris County Galveston County
 Montgomery County Fort Bend County Brazoria County Environmental Education (Camp Kappel) Grimes County

EDUCATIONAL BACKGROUND

List Colleges or *Agency (see * below)	City, State	Degree & Major	Grad. Date	G.P.A.

*Applicants educated in another country: Credentials must be evaluated by a U.S. agency that is affiliated with one of the following national organizations: National Association of Credential Evaluation Services (NACES), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Council on the Evaluation of Foreign Educational Credentials (NCEFEC).

Approx. semester hours Elementary Education _____ Secondary Education _____	Expiration Date: _____ State Certification: _____ Montessori Certification: _____
R.N. License Exp. Date: _____	Catechist Certification: Yes No In Process Name of (Arch) Diocese: _____
Include copies of State / Montessori Certificates and Diocesan Catechist	

FOR OFFICE USE ONLY

Date Received _____ Transcript Received _____ U.S. Equivalency _____ Background Check _____	Placement Folder _____ References Received _____ Initial Interview _____ Schools Referred To _____
--	---

EDUCATIONAL BACKGROUND (continued)

Theological or religious education courses taken in the past five years :

Name of Course	Location	Credit /Clock Hours

List professional development including workshops, seminars, grants or summer programs that you have attended in the past five years (do not include conventions or meetings):

TEACHING BACKGROUND

STUDENT TEACHING School Name	City, State	Supervisor & Phone #	Grade Level(s)	Date

All areas must be completed.

SCHOOL (include address and phone number)	Identify Principal/Manager(s) for the past two employers	Grade/ Subject(s)	Dates (Mo./Yr.) From To	Reason For Leaving

OTHER EMPLOYMENT

All areas must be completed.

EMPLOYER (Name, address, phone) Resume may be sent; but also complete below	Name of supervisor and phone number	Positions held	Dates (Mo./Yr.) From - To	Reason For Leaving

You may contact my current employer Yes No

PROFESSIONAL REFERENCE INFORMATION

APPLICANT, PLEASE REQUEST THREE PROFESSIONAL REFERENCES (FROM PRINCIPALS, COLLEGE PROFESSORS, FORMER OR CURRENT SUPERVISORS OF PAID OR VOLUNTEER WORK) AND ONE PERSONAL REFERENCE, OTHER THAN A RELATIVE. HAVE REFERRAL FORMS MAILED DIRECTLY TO THIS OFFICE AT THE ADDRESS ON PAGE ONE. FOR BEGINNING TEACHERS, A COLLEGE PLACEMENT FOLDER FROM THE CAREER PLACEMENT OFFICE WILL SUFFICE FOR PROFESSIONAL REFERENCES.

Have you previously filed an application with the Catholic schools of this archdiocese? Check one : Yes No
 If yes, please state which school and the approximate date that an application was submitted:

Have you previously been employed within the Catholic schools of this archdiocese? Check one : Yes No
 If yes, please state which school(s) and approximate date(s) and in what capacity:

Have you attended the Virtus training within the Archdiocese of Galveston-Houston? Yes No

If "Yes" give date and location: Date: _____ Location: _____

Please list supervisors (including principals, asst. principals) who will provide professional references beginning with the most recent:

Name and Title	Name of School or Business	Address & Phone Number
1)		
2)		
3)		

PERSONAL EXPERIENCE AND BACKGROUND

Have you ever served in any branch of the U.S. Military Service? Check one : Yes No

Are you currently a member of a reserve component unit? Check one : Yes No

Please check if you have experience in any of the following:

VISTA Peace Corp Teacher Corp Teaching Migrant Dependent Schools (Military)
 Community Youth Program or Summer Camp Religion Teacher in a Parish

For volunteer experience checked above, please give details if within the last five years (locations, dates, supervisors, phone numbers):

Have you ever been discharged or disciplined by an employer for theft, sexual harassment, disruptive behavior, using or possession of a weapon on school or company premises and / or using drugs or illegal substances? Check one : Yes No

Have you ever plead guilty or *nolo contendere* (no contest) to or been convicted of a felony or misdemeanor involving moral turpitude, regardless of the disposition?

(A crime of moral turpitude is one involving dishonesty, misrepresentation, deliberate violence, or contrary to good morals. Conviction is the adjudication of guilt or the assessment of probation or community service for violation of the Penal Code. Deferred adjudication is deferral of further proceedings and adjudication of guilt by the Court after receiving a plea of guilty or *nolo contendere* by the Defendant.)

Check one : Yes No

If you answered yes to either of the above two background questions, describe in full on a separate sheet.

PLEASE COMPLETE THE AUTHORIZATION FORM TO AUTHORIZE THE CATHOLIC SCHOOL OFFICE OF THE ARCHDIOCESE OF GALVESTON-HOUSTON TO OBTAIN PERSONAL BACKGROUND INFORMATION INCLUDING CRIMINAL HISTORY FROM THE TEXAS DEPARTMENT OF PUBLIC SAFETY OR OTHER GOVERNMENTAL AGENCIES. CLEARANCE WILL BE REQUIRED FOR THE VALIDATION OF A CONTRACT WITH A CATHOLIC SCHOOL. THE COST OF THE BACKGROUND CHECK VARIES AND MUST BE PAID WHEN AN OFFER OF EMPLOYMENT BY AN ARCHDIOCESAN CATHOLIC SCHOOL IS MADE.

Please answer the following:

What are the strengths you bring to the educational profession?

Why specifically, would you like to serve in a Catholic school?

Would your involvement (attendance, participation, supervision) in religious activities, make you feel uncomfortable or compromise any of your own personal beliefs?

Yes No Explain, briefly: _____

VERIFICATION

Please read the following statement carefully and indicate your understanding and acceptance by signing in the space provided below.

I HEREBY CERTIFY THAT ALL INFORMATION GIVEN ON THIS APPLICATION IS TRUE, COMPLETE AND CORRECT, AND I HEREBY GIVE PERMISSION TO THE ARCHDIOCESAN OFFICE TO FORWARD THIS APPLICATION AS WELL AS OTHER CREDENTIALS TO PROSPECTIVE EMPLOYERS WITHIN THE ARCHDIOCESE OF GALVESTON-HOUSTON. I FURTHER UNDERSTAND THAT ANY, MISTATEMENT, FALSIFICATION OR OMISSION OF INFORMATION SHALL BE THE GROUNDS FOR REFUSAL TO HIRE OR, IF HIRED, TERMINATION. I ACKNOWLEDGE THAT THE APPLICATION BECOMES THE PROPERTY OF THE ARCHDIOCESE OF GALVESTON-HOUSTON AND THAT THE ARCHDIOCESE RESERVES THE RIGHT TO ACCEPT OR REJECT IT.

Signature of Applicant

Date

Mail (do not fax) completed application along with the authorization form for a criminal history check to:

**Catholic School Office
Teacher Personnel Consultant
Archdiocese of Galveston-Houston
2403 Holcombe Blvd.
Houston, TX 77021**

Applications of qualified applicants will be placed on file for consideration as vacancies occur. Applications are removed from the files after one year and re-application must be made.

THANK YOU FOR APPLYING FOR A POSITION WITHIN THE CATHOLIC SCHOOLS OF THE ARCHDIOCESE OF GALVESTON-HOUSTON

20-Jul-09



**CATHOLIC
SCHOOLS**

educating mind ♥ heart ♥ spirit

Archdiocese of Galveston-Houston

Schools Office

REGISTRAR:

I have applied for a position with the Catholic Schools of the Archdiocese of Galveston-Houston.

**Please forward an official transcript along with this form to:
Susan Robenolt, Teacher Personnel Consultant at the address below.**

My signature below signifies permission for you to release my transcript.

Thank you.

Printed Name of Applicant (include Maiden if applicable)

Signature of Applicant

Date of Graduation

Social Security Number

APPLICANT:

Most universities require a signed request from the student to release transcripts. This form is to assist you in making that request. Please send it to the registrar with the required fee so the university may send your official transcript to my attention. Thank you.

Registrar:

Please mail official transcripts to:

**Attention: Sue Robenolt, Teacher Personnel
Catholic Schools Office**

Catholic Schools Office · Archdiocese of Galveston-Houston · Chancery at St. Dominic Center
2403 Holcombe Boulevard · Houston, TX 77021-2098
Phone (713) 741-8704 · Fax (713) 741-7379
www.archgh.org

1-25-07



**CATHOLIC
SCHOOLS**

Archdiocese of Galveston-Houston

educating mind ♥ heart ♥ spirit

SS# XXX – XX - _____

Professional Referral Form

Date _____

_____ has applied for the position of _____ in the Archdiocese of Galveston-Houston. Please provide an assessment of this person’s performance in your employ. Please mail (do not fax) this form to the **Director of Teacher Personnel, Catholic Schools Office, 2403 Holcombe Blvd., Houston, TX 77021**. Do not return this form to the above named applicant.

Thank you,

Susan Robenolt, Director of Teacher Personnel

Applicant, please read, sign and duplicate both pages of this form. Give form to three former supervisors to complete, sign and mail: “I hereby give the Catholic School Office permission to make inquires of former employers and references concerning my professional performance and general character. I further agree that the information will not be disclosed to me but will be treated as confidential, and waive my right to see this information.”

APPLICANT’S SIGNATURE

Please ✓ check the category that best applies to the applicant’s qualifications:

All Applicants	SUPERIOR	STRONG	AVERAGE	FAIR	POOR	UNKNOWN
Personal Appearance (attractive, neat)						
Attendance/ Dependability						
Personality / Enthusiasm						
Character (integrity)						
Emotional Stability /Resiliency						
Community Involvement						
Communication Skills (oral and written)						
Positive Attitude Toward Children						
On-going Professional Growth						
OVERALL RATING						

Assessment of a Teacher Applicant	SUPERIOR	STRONG	AVERAGE	FAIR	POOR	UNKNOWN
Provides opportunities for students to participate actively						
Evaluates and provides feedback on student progress						
Organizational skills						
Maximizes use of time for instruction						
Manages student behavior						
Teaches for cognitive, affective, and/or psychomotor learning						
Presents information accurately and clearly						
Uses acceptable communication skills (written & oral)						
Uses strategies to motivate students						
Provides a supportive environment						
Evaluates student progress						
Plans for and engages in professional development						
Timely and frequent communication with parents						
Complies with policies, rules and regulations						

Continued on page 2

Catholic Schools Office · Archdiocese of Galveston-Houston · Chancery at St. Dominic Center
2403 Holcombe Boulevard · Houston, TX 77021-2098
Phone (713) 741-8704 · Fax (713) 741-7379

www.archgh.org

Librarian or Library Managers (only)	SUPERIOR	STRONG	AVERAGE	FAIR	POOR	UNKNOWN
Knowledge of library/media procedures						
Knowledge of cataloguing technical services						
Inventory and materials selection						
Basic reference skills						
Proficient in English language communication skills						
Proficient in information technology resources (automation, Internet access, electronic resources, multimedia delivery systems)						

School Nurse (only)	SUPERIOR	STRONG	AVERAGE	FAIR	POOR	UNKNOWN
Knowledge of school nursing						
Generalist clinician skills						
Ability to provide primary care						
Case management skills						
Health records management						
Administrative skills including implementation of the total school health program						

School Counselor (only)	SUPERIOR	STRONG	AVERAGE	FAIR	POOR	UNKNOWN
Knowledge of school guidance & counseling						
Rapport with faculty, co-workers, students and parents						
Pro-active in addressing student needs						
Familiar with community agencies and specialized programs available to students/families						
Case Management						

How long have you known the applicant? _____

Official relationship to applicant:

- Principal University Supervisor
- Asst. Principal College Professor
- Supervisor Other _____

Would you employ (or re-employ) this applicant ___ Yes ___ No

Other Comments: _____

Institution/Agency

Name (Print)

Address

Title/Position

City State Zip Country

Phone #

Mail to: Director of Teacher Personnel
(Do not Fax) Catholic Schools Office
 Archdiocese of Galveston-Houston
 2403 Holcombe Blvd.
 Houston, TX 77021

Signature

CATHOLIC SCHOOLS - ARCHDIOCESE OF GALVESTON-HOUSTON

2403 HOLCOMBE BLVD., HOUSTON, TEXAS 77021-2098 PHONE: (713)741-8704 FAX: (713)741-7379

TEACHER SERVICE RECORD

For verification of service in schools outside the system of the Archdiocese of Galveston-Houston.

Do not include substitute teaching, student teaching or teacher aide experience.

Use separate line for each school year, listing service chronologically.

LAST NAME FIRST MAIDEN / MIDDLE INITIAL _____

SOCIAL SECURITY NUMBER _____

SIGNATURE OF TEACHER _____

SCHOOL YEAR	COUNTY STATE	SCHOOL/DISTRICT	% OF DAY EMPLOYED	GRADES TAUGHT	# OF DAYS TAUGHT	BEGINNING	ENDING	SIGNATURE OF SUPERINTENDENT / PERSONNEL ADMINISTRATOR

PLEASE DO NOT MAKE ERASURES OR CORRECTION ON THIS DOCUMENT. This form is to be completed by the Human Resource Dept. of School District in which the above named teacher has served. **Return to: The teacher.** Copies may be sent to: The Director of Teacher Personnel at the above address.