

**TEACHERS**  
**HIGH SCHOOL, ELEMENTARY, PRESCHOOL AND SUBSTITUTES**  
Office of Catholic Schools

**The Office of Catholic Schools is now accepting applications on a continuous basis for teaching positions for the Catholic Schools of the Diocese of San Bernardino.**

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The purpose of the Office of Catholic Schools is to embrace the Diocesan Vision as we lead, serve, motivate and challenge our Catholic Schools to be strong in Catholic Identity – spreading the message of the Gospel, educating students with academic excellence, building community while maintaining the principles of stewardship in our preschools, elementary and secondary schools in the Diocese of San Bernardino in order to advance the catechetical and educational mission of the Church.

**RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Support the educational philosophy of the Diocese and School.
- Effective teaching of students of grade or course assigned and responsible for the academic growth of students; by utilizing curriculum guides, textbooks, technology and materials approved by the school.
- Supervise student activities as requested by Administrator.
- Responsible for the organization, order, discipline and supervision of the students in his/her class and jointly responsible, with other staff members, for such supervision at school functions to which teachers are assigned.
- Model personal and professional commitment to the Gospel values consistent with the goals of the Catholic Church, Diocese and School complying with all Office of Catholic School requirements regarding educational and religious preparation.
- Observe professional ethics and confidentiality in dealing with administrators, faculty, parents, students and community.
- Other duties as assigned.

**QUALIFICATION GUIDELINES:**

**TEACHERS**

- Return the completed job application and job questionnaire packets. Copies of transcripts must be submitted with the application.
- Submit three (3) letters of reference to the Office of Catholic Schools. (One should be from immediate past employer and one from your pastor).
- Minimum of a BA/BS degree needed for elementary and secondary teaching positions.
- Must either have a California State Credential or provide written evidence of enrollment in the California State Credential program.

**PRESCHOOL OR KINDERGARTEN TEACHER**

- Return the completed job application and job questionnaire packets. Copies of transcripts must be submitted with the application.
- Have three (3) letters of reference sent to this office. (One should be from immediate past employer and one from your pastor).
- Must have a minimum of 12 semester Early Childhood education units, even if you have a Bachelor's degree. These units must be in Child or human growth and development \* Child, family, and community\* Child and family \* Program and curriculum.

**SUBSTITUTE TEACHERS**

- Return the completed job application and job questionnaire packets. Copies of transcripts must be submitted with the application.
- Have three (3) letters of reference sent to this office. (One should be from immediate past employer and one from your pastor).

Candidates receiving an offer of employment must be prepared to submit: a current TB clearance, a record of good health signed by a physician and complete fingerprints by Live Scan for criminal clearance through our agency.

**Please click on the following links to apply for a position within the Catholic Schools:**

**Employment Application:** <http://www.sbdiocese.org/ministries/1380073/CatholicSchoolJobApplication.pdf>

**Questionnaire:** <http://www.sbdiocese.org/ministries/1380073/CatholicSchoolJobQuestionnaire.pdf>

**Applicant Letter:** <http://www.sbdiocese.org/ministries/1380073/ApplicantLetter2010.pdf>

**Philosophy:** <http://www.sbdiocese.org/ministries/1380073/PhilosophyEducation.pdf>

**PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

**Interested candidates, please submit application materials to or contact:**

**Attn: Lillian Arrezola or Victoria Kennedy**

**Office of Catholic Schools**

**1201 E. Highland Ave., San Bernardino, CA 92404, (909) 475-5437**

[catholicschools@sbdiocese.org](mailto:catholicschools@sbdiocese.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer.**