



Diocese of San Bernardino

Office of Catholic Schools

Dear Applicant,

Thank you for expressing an interest in employment in the Catholic Schools for the Diocese of San Bernardino. Because we emphasize "Catholic", it is essential that all Catholic school employees have an awareness of Catholic teaching and a serious commitment to living out its practical demands in their daily lives. In our diocese our mission is to impact our schools/families/neighborhoods and society with hope through our Catholic Education.

In order to be considered for employment for Catholic elementary and secondary schools, the following are required:

1. Return the completed job application and job questionnaire packets.
2. Have three (3) letters of reference sent to this office. (One should be from immediate past employer and one from your pastor)
3. Copies of transcripts must be submitted with the application.
4. Minimum of a BA/BS degree is needed for elementary and secondary teaching positions.
5. You must either have a California State Credential or provide written evidence of enrollment in the California State Credential program.

In addition to numbers 1 – 3, if you are requesting employment as a Catholic pre-school or Kindergarten teacher, you must have a minimum of 12 semester Early Childhood education units, even if you have a Bachelor's degree. These units must be:

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| * Child or human growth and development | * Child, family, and community |
| * Child and family | * Program and curriculum |

(If you are applying for a substitute position only, please comply with numbers 1 and 2.)

After you receive an offer of employment, you must be prepared to:

1. Submit a current TB clearance.
2. Submit a record of good health signed by a physician.
3. Submit your fingerprints by Live Scan for criminal clearance through our agency.
4. Submit proper documentation for employment eligibility verification (I-9 form).

Please forward your completed application packet to the address below. Your application will be on file for one year as required by law. You are invited to send your application throughout the year.

Thank you for responding to the call to ministry in Catholic Schools.

Superintendent of Catholic Schools