

## **ARCHDIOCESE OF PORTLAND, OREGON TEACHER APPLICATION PROCESS**

1. Any person seeking a teaching position in the Archdiocesan Catholic schools of the Archdiocese of Portland, Oregon must file an application with the Department of Catholic Schools.
2. Likewise, any person seeking a teaching position in the Catholic schools of the Archdiocese is expected to hold state certification appropriate for the grade level/subject the teacher is applying for. It is acceptable for those new to teaching to be in the process of obtaining certification at the time of application.
3. **All applicants must submit the following:**
  - a A completed application form
  - b A resume
  - c Transcripts showing degrees (bachelor and above) - copies are acceptable for the application process; official copies will need to be submitted before employment begins.
  - d A copy of the current teaching certificate
  - e A paragraph on each of the following
    - Philosophy of education
    - Reasons for interest in a teaching position in the Archdiocese of Portland
  - f A letter of recommendation from each of the three references listed on the application. Each must be accompanied by a completed applicant waiver form and must be no older than three years. Letters are required from:
    - the applicant's pastor (verifying status as a practicing Catholic in good standing with the Church), or minister, if non Catholic,
    - a former employer [for new college graduates, the student teaching supervisor],
    - a professional colleague.

**It is the applicant's responsibility to verify that recommendations and transcripts have been sent by the persons requested to do so.**

4. The Department of Catholic Schools does not hire teachers. However, no person can be considered for a teaching or administrative position in a Catholic school unless he or she follows the application process as outlined.

5. Because of the religious nature of Catholic schools, in all cases, the lifestyle, philosophy, and beliefs of an applicant will be considered and are expected to be consistent with the teachings and beliefs of the Catholic Church. In addition, all Catholic applicants are required to be in good standing with the Church.
6. Application materials, once completed, are to be submitted to the Department of Catholic Schools Office electronically. When submitted electronically the applicant's typed name on the signature line will serve as the signature and verify that the candidate has read, understands, and completed the application, and agrees to abide by the provisions of the application.
7. When all required information is received, the applicant will be notified that the file is complete. Names of applicants whose files are complete and the position sought are listed for principals and copies of applicant files are made available to schools upon their request.
8. A principal interested in a particular applicant will contact the applicant and arrange for an interview. The interested principal will also check all references as well as contact all current and previous employers.
9. If a principal hires an applicant, the principal notifies the Department of Catholic Schools, and the Department will then remove the applicant's name from the list of available candidates. If a principal reviews an applicant's file and/or interviews an applicant and does not hire the person, the principal notifies the Department of Catholic Schools, and the applicant's name remains on the list of available applicants.
10. Periodically, an applicant will be asked if he or she wishes to keep his or her file active and, therefore, to update his or her file.
- 11. COMPLETING THE APPLICATION PROCESS IS NOT A GUARANTEE TO ANYONE THAT HE OR SHE WILL BE INTERVIEWED FOR A TEACHING POSITION OR WILL OBTAIN A TEACHING POSITION IN A CATHOLIC SCHOOL IN THE ARCHDIOCESE OF PORTLAND, OREGON.**
12. Each year applications for teaching positions are sought in anticipation of openings. An applicant is asked to be sure to indicate on the application form the schools that he/she would be interested in being considered for. Principals are asked to notify the Department of Catholic Schools of any openings for posting on the webpage.
13. The Archdiocesan Catholic elementary schools in the Archdiocese of Portland are:

All Saints, Portland  
Cathedral, Portland

Holy Cross, Portland  
Holy Family, Portland

Holy Redeemer, Portland  
Madeleine, Portland  
St. Agatha, Portland  
St. Clare, Portland  
St. Ignatius, Portland  
St. John Fisher, Portland  
St. Pius X, Portland  
St. Rose, Portland  
St. Therese, Portland  
St. Thomas More, Portland  
St. Francis of Assisi, Banks  
Holy Trinity, Beaverton  
St. Cecilia, Beaverton  
O'Hara Catholic, Eugene  
St. Paul, Eugene  
Visitation, Forest Grove  
Sacred Heart, Gervais

St. Anne, Grants Pass  
St. Matthew, Hillsboro  
Our Lady of the Lake, Lake Oswego  
St. James, McMinnville  
Sacred Heart, Medford  
Christ the King, Milwaukie  
St. John the Baptist, Milwaukie  
St. John the Apostle, Oregon City  
St. Paul, St. Paul  
Queen of Peace, Salem  
St. Joseph, Salem  
St. Vincent de Paul, Salem  
St. Francis, Sherwood  
St. Mary, Stayton  
St. Anthony, Tigard  
St. Luke, Woodburn

14. The Archdiocesan Catholic secondary schools in the Archdiocese of Portland are:

- Central Catholic High School, Portland
- Marist Catholic High School, Eugene
- Regis Catholic High School, Stayton

15. The other (non-Archdiocesan) Catholic elementary and secondary schools in the Archdiocese of Portland are: [Individuals interested in positions in these schools must contact the schools directly.]

- Blanchet Catholic School, Salem (6-12)
- De La Salle North Catholic High School, Portland (9-12)
- Franciscan Montessori Earth School, Portland (PS-8)
- Jesuit High School, Portland (9-12)
- La Salle Catholic College Preparatory, Milwaukie (9-12)
- St. Andrew Nativity School, Portland (6-8)
- St. Mary's Academy, Portland (9-12)
- St. Mary's School, Medford (6-12)
- Valley Catholic Elementary School, Beaverton (K-5)
- Valley Catholic Middle School, Beaverton (6-8)
- Valley Catholic High School, Beaverton (9-12)