

RECRUITMENT AND SELECTION

Great care shall be taken to secure the most highly qualified teachers and other personnel. Principals are the chief administrative personnel officers for the school. Principals shall follow diocesan policies and regulations in regard to personnel matters.

GUIDELINES FOR HIRING TEACHERS

1. All applicants should be referred first to the diocesan school office. The diocesan school office acts as a service center in this matter handling completion of the application form, initial interview, securing of transcripts and other written information.
2. Completed applications and accompanying information will be available to any principal at any time. Applicants' files shall be kept in the diocesan school office. Principals may obtain the information they need by coming to the office and reviewing applicants' files. Any serious consideration of an applicant should include examination of the total file by the principal.
3. Principals shall: Inform the school office when a teacher is hired.
 - See to it that the teacher signs a contract, using the diocesan form.
 - Send a copy of the contract to the school office.
 - Request the office to determine the new teacher's position on the diocesan salary scale.
4. Schools outside the Spokane metropolitan area are welcome to use the services of the school office as much as possible, but much of the recruiting and processing of teachers for these schools will have to take place locally. However, in these cases the principal must see to it that the office of education has a copy of the teacher's transcript, certificate(s), and teacher record.
5. Only those teachers who are committed to the philosophy reflected in the document to *Teach as Jesus Did* shall be hired. Competent practicing Catholics shall be preferred.
6. Principals shall adhere to the diocesan transfer procedure in their hiring timelines. The transfer procedure which follows is available to teachers who are already teaching on contract in the Diocese. Its purpose is to allow for transfer teachers to have priority in obtaining positions and to provide security for those teachers affected by declining enrollments.

TEACHERS

Step 1 -Notify the local principal in writing of your intent to non-renew by March 1.

Step 2 -Obtain a written recommendation from your principal for your personal professional folder.

Step 3-Send a copy of the recommendation to the Diocesan School Office and request that your folder be placed in the active file by March 10.

Step 4 -Interview with principals where there are confirmed openings between March 15 and May 15.

PRINCIPALS

-Send a list of all confirmed openings to the Diocesan School Office by March 10 along with signed non-renew slips.

-Interview appropriate transfer candidates between March 15 and April 15.

DIOCESAN SCHOOL OFFICE

-Compile a list of all confirmed openings and available transfer teachers and send to principals by March 15.