



ARCHDIOCESE OF SAN ANTONIO CATHOLIC SCHOOLS

Procedures

Thank you for your interest in the Catholic Schools of the Archdiocese of San Antonio! The Catholic Schools Office (CSO), along with the Human Resources Office for the Archdiocese, assists schools in posting notices for available positions on their campuses. The Catholic Schools Office is able to assist schools and applicants by explaining TCCB ED's minimum requirements for personnel (see below).

The individual schools themselves are responsible for making contact with applicants they wish to interview and scheduling said interview(s). Unless specifically listed or defined on the job posting, the CSO is unable to answer questions related to salary or where a school is in their hiring process. Please contact the school directly. Employment offers will be made by the hiring principal.

New employees must have a cleared criminal background check on file in order to begin work on a school campus. The Archdiocese of San Antonio provides premium paid medical and dental coverage and a prescription service for all full-time employees of the archdiocese. Dependent coverage is offered at the employee's expense.

TCCB ED Educational Requirements for Personnel

PRINCIPAL

The Principal must be a Catholic with a commitment to ongoing formation in catechetical and spiritual leadership development. All principals must have a Master's Degree and 18 hours in educational administration and supervision courses or a valid, appropriate state certificate for a principal.

ASSISTANT PRINCIPAL

The Assistant Principal must have a commitment to ongoing formation in catechetical and spiritual leadership development. They must have a Master's Degree or be participating in a Master's Degree program and 18 hours in educational administration and supervision courses or a valid, appropriate state certificate for a principal.

EARLY CHILDHOOD TEACHER

Associate Degree in Early Childhood Education or Bachelor's Degree and 12 hours in Early Childhood Education courses or a valid, appropriate state teaching certificate.

ELEMENTARY TEACHER (SELF-CONTAINED K-8)

Teachers must hold a Bachelor's Degree and 12 hours in education courses or a valid, appropriate state teaching certificate.

TEACHER IN DEPARTMENT GRADES 6-8

Teachers must hold a Bachelor's Degree in the area they are assigned to teach or a Bachelor's Degree with 18 hours in the content area taught or a Bachelor's Degree and a valid, appropriate state teaching certificate. Teacher must also have 12 hours in education courses or a valid, appropriate state teaching certificate.

SUBSTITUTE TEACHERS

Long-term substitute teachers must have the same qualifications as a teacher for that particular class/subject.

TEACHER IN GRADES 9-12

Teachers must hold a Bachelor's Degree in content area taught and 12 credit hours in education courses or a valid, appropriate state teaching certificate. Teachers must also have 12 credit hours in each additional content area taught or a valid, appropriate state teaching certificate.

- OR -

Teachers must hold a Bachelor's Degree and 12 credit hours in education courses or a valid, appropriate state teaching certificate and 24 credit hours in the primary content area taught or valid, appropriate state teaching certificate. Teachers must also have 12 credit hours in each additional content area taught or a valid, appropriate state teaching certificate.

LIBRARIAN (SECONDARY)

Hold a Master's Degree in library science or a Bachelor's Degree with a learning resources endorsement. Evidence in proficiency in the use of information technology resources.

LIBRARY MANAGER (ELEMENTARY)

Hold a minimum of an Associate's Degree or sixty (60) college hours. Evidence of knowledge of library procedures, technical services, material selections, appropriate selection of books, including quality children's literature books, basic reference skills, and the use of information technology resources.

COUNSELOR

Master's degree in Counseling or a Master's degree in Psychology or Social Work with courses included or added that address theories and methods in counseling, psychology of adolescence, career information and development, multicultural counseling, as well as vocational, academic and career testing.