



## Archdiocese of Galveston-Houston

*Schools Office*  
**Education Qualifications for  
Catholic Schools Professional Staff**

### **TEACHER/PROFESSIONAL STAFF EDUCATIONAL QUALIFICATIONS**

See “*Educational Qualifications for Catholic Schools Professional Staff*”

### **APPLICATION PROCESS**

- 1) Please complete and mail the four-page application form and the two-page Criminal Background Check Authorization Form to the Archdiocesan Catholic Schools Office to the address below. Complete all areas on the application paperwork. Do not write “see attached” or “see resume.”
- 2) Have an official transcript (or U.S. Equivalency report, if your degree was received outside the U.S.) mailed to the Director of Teacher Personnel in the Catholic School Office at the address below.
- 3) Have three professional referrals (from supervisors of your paid, volunteer or college work) or have your university career office mail a placement folder (if available) to the Director of Teacher Personnel at the address below.
- 4) The Service Record form is provided for your convenience. Documented prior service affects salary offers and you may wish to have the completed form when interviewing with our principals.
- 5) All paperwork, except for your service record, should be mailed (not faxed) to:  
**Susan Robenolt, Dir. of Teacher Personnel** in the Catholic Schools Office at the address below.
- 6) The application becomes the property of the Archdiocese.
- 7) The application will remain on file for one year. To re-activate your file for the next school year, contact the Director of Teacher Personnel in the Catholic Schools Office.
- 8) Once your application is accepted, an email or letter is sent to you and your name and information is given out to our Catholic school principals for their consideration. You may also contact principals.

### **LOCATION**

There are 50 elementary and 9 high schools in the Archdiocese. The schools are located in Houston, Baytown, Clear Lake, Conroe, Crosby, Dickinson, Galena Park, Galveston, Hitchcock, Humble, Katy, Kingwood, League City, Navasota, Pasadena, Pearland, Richwood, Rosenberg, Spring, Sugar Land, Tomball, and The Woodlands.

### **GRADES**

Early Childhood: 3K-5K (3, 4 and 5 yr. olds); Primary/Elementary: Grades 1-5 or 6;  
Junior High/Middle School: Grades 6-8 or Grades 7 & 8; and High School: Grades 9-12.

### **CURRICULUM**

The academic program in the Catholic Schools is designed to impart a well-rounded education involving the intellectual, spiritual, and physical aspects of the student. The schools reflect a variety of teaching styles and organizational patterns, including self-contained classrooms, departmentalized by subject, team teaching, guided teaching with program flexibility. Religion and values are taught through curriculum, liturgies and environment.

### **ACCREDITATION**

All Catholic Schools in the State of Texas are accredited through the Texas Catholic Conference Accreditation Commission, and are members of the National Catholic Education Association.

### **SALARY**

Salaries are negotiated and contracts are signed at the school that hires the teacher. All schools offer pension and health care benefits.

### **INCENTIVES TO TEACH IN THE CATHOLIC SCHOOLS**

- . Being a part of an accredited system of schools with an effective educational program.
- . Having a common goal of imparting values and moral responsibility to our students.
- . Teaching in an environment of caring and discipline.
- . Strong, parental support.



## Archdiocese of Galveston-Houston

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*Schools Office*

### **Education Qualifications for Catholic Schools Professional Staff**

#### **Texas Catholic Conference Education Department Accreditation Requirements for Educational Personnel:**

##### **3K-4K- 5K Teachers (Part of an Early Childhood Program or Director of an Extended Day Program):**

Associate Degree in early childhood or bachelor's degree with a minimum of 12 credit hours in early childhood education courses (or successful completion of appropriate state certification exam) and 3 credit hours in education technology as well as proficiency in education technology (see page 2). Early Childhood Courses must be appropriate to the age of students and content to be taught. Courses may include (but are not limited to) developmental or child psychology, human growth and development, learning theory, curriculum (early childhood, elementary or secondary) assessment, and classroom management.

##### **Montessori Programs 3K, 4K, 5K** (excluding Religion/Theology)

Bachelor's degree with Montessori certification from a MACTE accredited program and 3 credit hours in education technology as well as proficiency in education technology (see page 2). Montessori Teachers of 3-5 years of age must have an Associate Degree in Early Childhood education and Montessori certification from an MACTE accredited Montessori program. Teachers of Religion see qualifications on the next page.

##### **Teachers in Self-Contained K-8**

1. Bachelor's degree
2. 12 credit hours of education (learning theories, teaching methods, classroom management, developmental psychology, elementary or secondary curriculum) or successful completion of appropriate state certification exam
3. Technology Proficiency (see page 2)
4. Teachers of Religion/Theology must fulfill the minimum requirements for teachers of religion/theology

##### **Teachers of Departmental Grades 6-8** (excluding Religion/Theology)

1. Bachelor's degree in content area taught (if teaching one content area)  
**or**  
18 credit hours in primary content area taught or in at least one content area taught or successful completion of appropriate state certification exam (if teaching more than one content area)  
**and**  
9-12 credit hours in each additional content area taught
2. 12 credit hours in education courses, or successful completion of appropriate state certification exam
3. Technology proficiency (see page 2)

##### **Teachers in Grades 9-12** (excluding Technology and Religion/Theology)

1. Bachelor's degree in content area taught
2. 12 credit hours in education courses
3. 12 credit hours in each additional content area taught **or**  
successful completion of appropriate state certification exam
4. Technology proficiency (see page 2)  
**OR**
1. Bachelor's degree
2. 12 credit hours in education courses
3. 24 credit hours in the primary content taught or at least one content area taught or successful completion of appropriate state certification exam
4. 12 credit hours in each additional content area taught or successful completion of appropriate state exam
5. Technology proficiency (see page 2)

### **Teacher of Technology Grades PK-8**

The classroom teacher must demonstrate proficiency in the areas of word processing, spreadsheets, databases, Internet use for educational purposes and multimedia presentations. Documentation can take the form of college level course or workshop verification, certificate from the ESC or a private company, letter of verification of proficiency from a school administrator, and/or verification of successful completion of appropriate certification exam.

#### **Grades 9-12 (when taught as a separate subject)**

1. A degree in computer science or a degree and 18-24 credit hours in content area to be taught or information processing technology (IPT) endorsement or successful completion of appropriate state certification exam.
2. 12 credit hours in education courses

### **Religion (PreK-8)**

Teachers of religion must be Catholic.

1. Elementary level (K-8) teachers of religion must have a bachelor's degree including 12 credit hours in education with a minor in Religious Studies/Theology from a Catholic college or university or complete the required clock hours through the archdiocesan religion teacher certification program.
2. Early childhood teachers of religion must have an associate degree in Early Childhood education, or a bachelor's degree with 12 credit hours of early childhood or Montessori Certification and completed the required clock hours through the archdiocesan certification program for religion teachers.

### **Religion (9-12)**

Teachers of religion

1. Must be Catholic.
2. Must have a bachelor's degree including 12 credit hours in education (or successful completion of appropriate state certification exam) with a major or minor in Religious Studies/Theology from a Catholic college or university.

### **Specialized Instructor**

Elementary: Technology, ESL, Fine Arts, Foreign Language, and Physical Education (Degree preferred)

Prior to employment the principal must apply to the superintendent for a TCCED Specialized Instructor Certificate.

### **Substitute Teacher:**

A substitute teacher who will have responsibility for a class for 50% or more of a grading period should have the same qualifications required for the regular teacher.

### **Library Staff:**

**Librarian** (Required for secondary schools; preferred for elementary and middle schools):

1. A master's degree in library science or a bachelor's degree with a learning resources endorsement and
2. Evidence of proficiency in the use of information technology resources (library automation, Internet access, electronic resources,) and

\*Courses needed for the Learning Resources Endorsement include: Collection Development; Organization of Collections; Information Services and Resources; School Library Media Center Administration; Instructional Design and Library Media Production; and Literature for Young Adults.

### **Library Manager (elementary and middle schools where librarian is not possible)**

1. A high school diploma; an Associate's degree or 60 college hours preferred and
2. Evidence of knowledge of library procedures, technical services, materials selection, appropriate selection of books, including quality children's literature books, and basic reference skills and
3. Proficiency in the use of information technology resources (library automation, internet access, electronic resources, multimedia delivery systems, etc.).

### **Guidance Counselor**

Master's degree in counseling; or a master's degree in psychology or social work, with courses that address theories and methods of counseling, psychology of adolescence, career information and development, multicultural counseling, and vocational, academic and career testing.

### **School Nurse**

The registered nurse must be knowledgeable in school nursing practice, administration and will be responsible for implementing the school health program according to the standards of accreditation and the Health Manual for Schools of the Galveston-Houston Archdiocese. The registered nurse has three distinct but overlapping roles: the generalist clinician, the primary care provider, and the case manager.