

CATHOLIC DIOCESE OF PATERSON TEACHER APPLICATION PROCEDURE

1. Any person seeking a teaching position in the Catholic schools of the Catholic Diocese of PATERSON must file an application with the Catholic Schools Office.
2. Likewise, any person seeking a teaching position in the Catholic schools of the Catholic Diocese of Paterson 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) a paragraph on each of the following:
 - philosophy of education
 - reasons for interest in a teaching position in the Diocese of Paterson
- d) official transcripts,
- e) a copy of their current teaching certificate (s), and
- f) a dated, signed letter of recommendation on letterhead 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,
 - 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 Catholic Schools Office 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 expected to be in good standing with the Church.
6. Application materials, once completed, are to be submitted to the 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 Catholic Schools Office, and the Catholic Schools Office 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 Catholic Schools Office, 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 CATHOLIC DIOCESE OF PATERSON.

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 county[s] and/or schools that he/she would be interested in being considered for. Principals are asked to notify the Catholic Schools Office of any openings for posting on the webpage.

13. The Catholic elementary schools in the Catholic Diocese of Paterson are:

Passaic County

St. Philip Preparatory School – 797 Valley Road, Clifton
St. Anthony School – 270 Diamond Bridge Avenue, Hawthorne
St. Nicholas Ukrainian School – 223 President Street, Passaic
St. Gerard Majella School – 10 Carrelton Drive, Paterson
Academy of St. James of the Marches – 400 Totowa Road, Totowa
Immaculate Heart of Mary School – 580 Ratzer Road, Wayne

Morris County

Our Lady of Mt. Carmel School – 205 Oak Street, Boonton
St. Patrick School – 45 Chatham Street, Chatham
St. Rose of Lima – 316 Ridgedale Avenue, East Hanover (early childhood only)
Holy Family School – 17 Lloyd Avenue, Florham Park (early childhood only)
St. Vincent Martyr School – 26 Green Village Road, Madison
Assumption of the Blessed Virgin Mary – 63 MacCulloch Avenue, Morristown
All Saints Academy – 189 Baldwin Road, Parsippany
Holy Spirit School – 330 Newark Pompton Turnpike, Pequannock
St. Therese School – 135 Main Street, Succasunna
Divine Mercy Academy – 87 Halsey Avenue, Rockaway

Sussex County

Reverend George A. Brown Memorial School – 294 Sparta Avenue, Sparta
Pope John XXIII Middle School - 28 Andover Road, Sparta

14. The Catholic secondary schools in the Catholic Diocese of Paterson are:

DePaul Catholic High School – 1512 Alps Road, Wayne
Morris Catholic High School – 200 Morris Avenue, Denville
Pope John XXIII High School – 28 Andover Road, Sparta