**Title: 4060 RECRUITMENT, SELECTION, AND RETENTION OF**

**TEACHERS**

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| National Directory for Catechesis (2005),  p. 231.  National Directory for Catechesis (2005),  p. 23. | **4060 Recruitment, Selection, and Retention of**  **Teachers**  The recruitment and selection of teachers shall be primarily the responsibility of the Director of Education or designee, Diocesan Human Resource Director or designee, and the Principals. In addition, others may be requested to assist in the interview process.  Only those educators rooted in faith, willing to support and practice Gospel values and Catholic teaching, and willing to inspire students through their word and example to accept and live these values and teaching may be hired or retained for elementary and secondary teaching positions in the Diocese of Altoona-Johnstown. All elementary educators must be a practicing member of a faith community. A letter of recommendation from an applicant’s pastor is to accompany his/her application.  See 4060.1 for Elementary Schools  See 4060.2 for Secondary Schools  **4060.1 Elementary Schools**  **Teacher Evaluation Process:**  Teachers in the Diocese of Altoona/Johnstown Diocese are called by God to both assist in the spiritual formation of students and in the intellectual development of those entrusted in their care. Teachers will be evaluated according to the following rotation:   * Instructional I -formal observation (Diocesan Education Office approved plan) twice a year, every year. * Instructional II-formal observation (Diocesan Education Office approved plan) once a year   **Salary:**  A teacher shall be placed on a salary schedule according to years of experience. If the requirements of the position held require additional academic preparation this may be taken into consideration,  **Benefits:** (see teacher contracts) As established by the Diocese :   * Medical; * Dental; * Eye Care; * Life Insurance Policy; * Sick Leave; * Personal Leave; * FMLA; * Bereavement Leave; * Jury Duty; * Retirement Options; * Unemployment; * Workmen's Compensation; * Disability Insurance.   **4060.2 High Schools**  Their daily witness to the meaning of mature faith and Christian living has a profound effect on the education and formation of their students.  All members of the faculty, at least by their example, are an integral part of the process of religious education….Teachers’ life style and character are as important as their professional credentials.  Recruit teachers who are practical Catholics, who can understand and accept the teachings of the Catholic Church and the moral demands of the gospel, and who can contribute to the achievement of the school's Catholic identity and apostolic goals.  The distinctive Catholic identity and mission of the Catholic school also depend on the efforts and example of the whole faculty…All teachers in Catholic schools share in the catechetical ministry… While some situations might entail compelling reasons for members of another faith tradition to teach in a Catholic school, as much as possible, all teachers in a Catholic school should be practicing Catholics.  **Salary:**  A teacher shall be placed on a salary schedule according to years of experience, and academic preparation, if the requirements of the position held require additional academic preparation.  **Benefits:** (see teacher contracts) As established by the Diocese:   * Medical; * Dental; * Eye Care; * Life Insurance Policy; * Sick Leave; * Personal Leave; * FMLA; * Bereavement Leave; * Jury Duty; * Retirement Options; * Unemployment; * Workmen's Compensation; * Disability Insurance. |