



**Diocese of Oakland**  
**Department of Human Resources**

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**Employment Procedures**  
**Administrators, Teachers,**  
**Substitutes**

*Thank you for requesting information concerning employment in one of the Catholic schools of the Diocese of Oakland.*

## TEACHERS

**To be eligible for employment, it is necessary to fulfill the following requirements:**

- A. Have a BA/BS Degree from an accredited college or university.
- B. Have a valid elementary or secondary teaching credential from the State of California or from a state having reciprocity with California, which would enable candidate to apply for and receive a valid California Teaching Credential. If an applicant does not hold a valid teaching credential, then he/she must submit verification of enrollment in an accredited teacher credential program. If the applicant does not hold a valid California Teaching Credential at the time of hire, then applicant must obtain said credential within 3 years of hire.
- C. Be committed to Catholic education, and to work in accordance with Catholic Doctrine.
- D. Complete a Personnel File in the Department of Human Resources, including:
  1. Resume
  2. Completed application form.
  3. Copy of current California Teaching Credential(s), college transcripts (and, when applicable, CBEST results).
  4. Completed references (minimum of two character and two professional - one must be present employer) must be on file. Please send the forms provided to the persons you have selected as references and return to Human Resources.
- E. To be hired as an educator one must establish qualifications with the Department of Human Resources by completing the full application process.

## SUBSTITUTES

If you are interested in substitute teaching please submit a completed application along with supporting documentation to the Department of Human Resources. Livescan fingerprinting as well as proof of eligibility to work in the US will be required.

## ADMINISTRATORS

**In addition to the 5 requirements listed above (see Teachers A-E) persons applying for administrative positions are expected to meet these additional requirements:**

- A. Be a practicing Catholic and be capable of providing spiritual and moral leadership to the school community.
- B. Have at least 5 years of Catholic school teaching experience.
- C. Hold a current California Elementary or Secondary Teaching Credential.
- D. Hold a current California Administrative Services Credential (or valid out of state administrative services credential from a state with reciprocity) or verification of enrollment in an Administrative Services Credential program.
- E. If the applicant does not possess an Administrative Services Credential at the time of hire, it is required that the applicant obtain said credential within 3 years of hire.

## WHEN HIRED

**Persons who are hired to work for the schools within the Diocese of Oakland will be required to submit:**

1. I-9 Form (Employment Eligibility Verification)
2. Child Abuse Reporting Form
3. Negative Tuberculosis test result taken within 6 (six) months of hire
4. Copy of a current California Teaching credential.
5. A person who does not have a current California Credential may be terminated if he or she is not in possession of such credential within three years of hire.
6. Livescan fingerprinting through the Safe Environment Office of the Diocese of Oakland for the California Department of Justice and the FBI prior to beginning work with children. There is no exception to this requirement of the State of California. The school site is responsible for paying the fees for this Livescan fingerprinting requirement.