Diocese of Oakland
Department of Human Resources
2121 Harrison Street Suite 100 • Oakland, Ca 94612
(510) 893-4711• Fax: (510) 763-8055

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.

D. Complete a Personnel File in the Department of Human Resources, including:

1. Resume
2. Completed application form.
3. Copy of current California Teaching Teaching Credential(s), college transcripts (and, when applicable, CBEST results).
4. Completed references (minimum of two character and two professional) must be on file. Please send the forms provided in the addressed return envelopes to the persons you have selected as references.

E. Establish qualifications with the Department of Human Resources by completing the full application process.

SUBSTITUTES

Our substitute teachers are handled by Kelly Educational Staffing. For information on how to apply, please visit www.kellyservices.com or send email to educationalstaffing@kellyservices.com.

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 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 or submit to the livescan fingerprinting 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 fingerprinting requirement.