

Archdiocese of Portland Teaching Application Frequently Asked Questions (FAQ)

■Am I eligible to teach in the Archdiocese of Portland?

If you have an Oregon teaching license or a current out-of-state teaching license you are eligible to be on our list of available teachers. If you are currently in a teacher education program, you can turn in an application, as long as you are in the final quarter or semester of the program.

■How do I receive an application for teaching in the Archdiocese?

You can contact the Department of Catholic Schools at 503-233-8348 and request an application or visit our website at <http://www.archdpx.org/schools/Openings/elementary.html> and print out a copy. (The files are in pdf format. You will need Adobe Acrobat Reader to open them.)

■What will I need to send with my application?

We ask that you send in a current resume; a copy of your current teaching license; a college/university placement file or official transcripts; and any letters of recommendation you wish to have included. You will also need to complete a background check form, which typically takes about 5 –10 days to process.

■I have an out-of-state license, can I still apply?

Yes, you can. If you are hired for a position, your principal will need to request a waiver from the Assistant Superintendent for you to teach while you are working on getting an Oregon license. For more information about applying for an Oregon license, please check the Oregon Teacher Standards & Practices Commission website at: <http://www.tspc.state.or.us/>

■How do I become a substitute teacher in the Archdiocese of Portland?

There are two ways to work as a substitute. If you are only interested in working in one or two schools, you can contact those schools directly. If you would like to be considered for several schools in a larger geographic area, please contact our office for an application packet or print an application from <http://www.archdpx.org/schools/Openings/elementary.html>. To be on the Archdiocesan substitute list you will need to have an Oregon teaching license.

■What about salary?

Salary for both regular and substitute teaching is decided at the local school level. Currently, the average daily rate for substitutes is \$90.

■How can I find out about what positions are open?

We list vacant positions on our website at:

Elementary: <http://www.archdpx.org/schools/Openings/elementary.html>

Secondary: <http://www.archdpx.org/schools/Openings/highschool.html>

Non-teaching positions, such as instructional aides, secretaries, etc., are also listed on those pages.

Information on Principal position openings can be found at:

<http://www.archdpx.org/schools/Openings/index.html>

■I'm not Catholic – can I still teach in the Archdiocese?

While all teachers of Religion must be Catholic, it is recognized that teachers of other faiths can make valuable contributions as members of the teaching staff. These teachers should be employed on the condition that they understand and are fully committed to the distinctive purpose and spirit of Catholic education. To be considered for Principal positions, you need to be a practicing Catholic.