

Dear Principal Applicant,

Thank you for your interest in a leadership position in a Diocese of Scranton Catholic School. Our schools have a rich tradition of faith-development and academic excellence, and we value your willingness to minister with us.

We invite you to submit your professional credentials. To be considered for a position, your application packet must include all the following items:

1. Application for Principal Position ([Click here](#))
2. Code of Pastoral Conduct ([Click here](#))
3. Cover Letter and Résumé
4. Academic Records (originals– college and graduate levels only)
5. Three letters of reference (one of which must be from the applicant's pastor)
6. Pennsylvania State Certification(s) – (originals must be presented at interview; copies may be sent in this packet.)
7. MANDATORY clearances:
 - a. *Child Abuse History Clearance*—Act 151—<https://www.compass.state.pa.us/CWIS/Public/Home>
 - b. *PA State Police Criminal History Check*—Act 34—<https://epatch.state.pa.us/>
 - c. *FBI Fingerprint Criminal Background Check*—Act 114—
<http://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/PA%20Service%20Code%20Form%20-%20Non-Public%20Schools.pdf>
 - d. *Arrest/Conviction Report And Certification Form* (Under Act 24 Of 2011 And Act 82 Of 2012)
<http://www.education.pa.gov/documents/teachers-administrators/background%20Checks/arrest%20or%20conviction%20form.pdf>
 - e. *Act 168 - Sexual Misconduct/Abuse Disclosure Release:*
All prospective teachers must complete Section #1, (on pages 2-3), and sign one copy. Prospective teacher must also include one copy for every previous employer where he/she had direct contact with children.
<http://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circul ars/Purdons%20Statutes/Act%20168%20-%20Attachment%20-%20Commonwealth%20of%20Pennsylvania%27s%20Sexual%20Misconduct-Abuse%20Disclosure%20Release.pdf>

Upon hire, Principal must:

1. Complete a program of religious studies for teachers in Catholic schools within six years from date of hire.
2. Complete *Virtus Training: Protecting God's Children* within six months of hire.
3. Obtain Pennsylvania Administrative Certificate, according to the timeline established by the Diocese.
4. Complete a *School Personnel Health Record*.
5. Complete Act 126 - *Child Abuse Recognition and Reporting Training*, or provide verification of prior completion.
6. Complete payroll packet, including *Employment Eligibility Verification (I-9)*.

Completed packet may be submitted to: Office for Catholic Schools, 300 Wyoming Avenue, Scranton, PA 18503. Applications will be kept on file for a period of two years.

With every good wish, I am,
Sincerely yours,

Jason W. Morrison
Diocesan Secretary for Catholic Education/Chief Operating Officer