

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 academic excellence and faith-development, and we value your willingness to serve.

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 (from website page)
2. Code of Pastoral Conduct (from website page)
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)*.

Please submit your completed packet to: Office for Catholic Schools, 300 Wyoming Avenue, Scranton, PA 18503. Applications will be kept on file for a period of two years.

Sincerely,



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