

PERSONNEL: Contracting Teachers

The teacher contract is a legal agreement by and between the educator and the parish/school. The pastor is the agent at the local level. A standard teacher contract will be provided to the schools by the Catholic School Office on an annual basis.

Any addendum to the standard contract must be approved in writing by the superintendent BEFORE the contract is offered to the teacher. Failure to do so may nullify the contract.

Two copies of the contract form provided by the Catholic School Office are signed by the teacher – lay and religious, full and part-time – and by the pastor and school administrator/principal. One copy will be provided for the teacher and one for the local file. A scanned or electronic version of the contract must be made available to the Catholic Schools Office upon request.

Religious sign a “Contract for Religious”. Stipend payments are made to the order of the religious community, with or without the name of the individual religious printed on the check.