

2006: Teacher Certification

SUBJECT: Teacher Certification
NUMBER: 2006
SUPERSEDES DATE: Revised 3/26
EFFECTIVE DATE: 7/1/2026

I. POLICY

It is the policy of the St. John School to hire and retain qualified teaching staff for the purpose of providing quality Catholic education.

II. PURPOSE

The purpose of this policy is to ensure that all teaching staff meet the requirements of the Wisconsin Catholic Conference and the Office of Catholic Schools, Diocese of Green Bay.

III. RESPONSIBILITY

It is the responsibility of the principal to ensure that all requirements are met and maintained for teaching positions at his/her campus.

It is the responsibility of the employer to keep current records on file and track academic achievements for compliance and payroll purposes.

It is the responsibility of the teacher to obtain all requirements for his/her position, keep current his/her academic and faith formation certification, and provide pertinent documentation to the employer.

IV. PROCEDURE

- A. All teachers are practicing Catholics. (note * below)
- B. All teachers and aides are required to obtain Foundational Catechetical Certification by completion of six (6) foundational courses: creed, liturgy and sacraments, morality, prayer, Scripture, and catechetical methods. From the date of hire, two courses per year are required. After the six foundational courses are completed, teachers and aides are annually required to take ten-hours of approved, on-going catechetical formation. On-going courses are approved by the diocesan Office of Evangelizing Catechesis.
- C. Instructional personnel (classroom teachers) have earned a Bachelor's degree from an accredited institution of higher learning that included 12 hours of credit in teacher education as part of or in addition to the degree, or are actively working toward meeting this requirement within three years.
- D. Early Childhood Education Teachers in Early Childhood (three and four year old early childhood programs) have earned an associate of arts degree, Preschool Credential (previously CDA level) on The Registry, or bachelor's degree that includes 12 semester hours of credit in teacher education as part of or in addition to the degree. In regards to a Bachelor of Arts degree, an individual must be actively working toward meeting this requirement within three years.

Specialized areas: Counselors; media specialists; instructors of religion, art, music, physical education, technology, and foreign language; and non-teaching professional personnel are preferred to have earned a degree in their assigned field.

Paraprofessional support staff, at a minimum, have a high school diploma and local training for position; ideally hold an associate degree or two years of college.

- E. All teachers are expected to achieve their DPI Teacher License.
- F. Failure to meet the above requirements may result in loss of school accreditation.
- G. Failure to meet the above requirements may result in the teacher receiving a locked current salary rate, or non-offer of a future year contract.
- H. Exceptions to this policy are requested in writing to the Superintendent of Catholic Schools for approval.

* “While some situations might entail compelling reasons for members of another faith tradition to teach in a Catholic school, as much as possible, all teachers in a Catholic school should be practicing Catholics.” National Directory for Catechesis, p. 233, United States Conference of Catholic Bishops (2005); [Standards for Educators in Catholic Parishes and Schools, pp.3-4, Wisconsin Catholic Conference \(2023\)](#)