



To: All Principals  
From: Karen Tarabochia, Assistant Superintendent/Personnel  
Re: Teacher Recruitment  
Date: February 2010

As the time for teacher hiring approaches, I want to remind you of a few important details:

1. Enclosed is a letter that I have written to your teachers regarding the significance of signing a contract. Please read it and determine whether you want to reproduce it and distribute it to your faculty.
2. In asking teachers to interview for openings at your school, it is not professionally ethical to approach a teacher who is under contract at another school. On the other hand, a teacher from another Catholic school who has read of your opening may contact you. Before offering an interview, I would strongly recommend that you require the teacher to first speak with the current employer to inform him/her that the employee is seeking other teaching opportunities. These are professional courtesies that all of us should expect.
3. If you are interviewing a candidate who is currently employed by another Catholic school, you still need to have that teacher's application file. The teacher can request the current employer to send a copy, or the applicant can request new forms from our office. Do not offer a contract until you have reviewed that file.
4. Please seek a recommendation from the current principal regarding the applicant before offering a position.
5. It may be that you will find that your best candidate is not certified. There are some certifications available from the state for people who have special qualifications or meet certain circumstances. I urge you to require the candidate to work with the certification office at your local ESD to acquire a conditional or an emergency certification. Your state approval can be jeopardized by having non-certified teachers, and there are avenues available to have them certified.
5. With the market so competitive for teachers, I recommend that you get your listings on Appli-Track <https://www.applitrack.com/seattlearch/> as soon as possible. Remember to delete the job listing when you have filled the position and **submit a completed E1 form as soon as you have hired!**



To: All Certified Staff  
From: Karen Tarabochia, Assistant Superintendent/Personnel  
Re: Contracts  
Date: February 2010

In the coming months, principals throughout our Archdiocese will be offering contracts to teachers. Before that time arrives, I wanted to share with all teachers a professional concern.

In recent years, some teachers have broken contracts they had signed with our schools. Obviously, when serious illness, a spouse's transfer or some other major life change occurs, there is legitimate reason to ask to be released from a contract.

On the other hand, to sign a contract making the commitment to teach in one school and then continuing to pursue other employment opportunities is unprofessional and a serious injustice to the school you currently serve. The Code of Professional Conduct for Education Practitioners for the State of Washington states regarding Acts of Unprofessional Conduct:

**ABANDONMENT OF CONTRACT FOR PROFESSIONAL SERVICES.**

Any permanent abandonment, constituting a substantial violation without good cause, of one of the following written contracts to perform professional services for a private school or a school or an educational service district is an act of unprofessional conduct:

- (1) An employment contract, excluding any extracurricular or other specific activity within such contract or any supplementary contract.
- (2) Professional service contract.

WAC 180-87-030

The Code goes on to direct administrators to report cases of unprofessional conduct to the OSPI Office of Professional Practices for investigation and discipline.

Please be sure of your intentions before you sign your contract. If you are unable to stand behind the personal commitment that a contract promises, please do not sign one. It is important that we respect the commitments that we make and model this behavior for the citizens of tomorrow whom we teach.

It is certainly my hope that you will be signing a contract to continue in the ministry of Catholic education. The teachers of our Archdiocese are the greatest, and I hope to be working with you again next year.

# TEACHER INTENT FORM



TO \_\_\_\_\_

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE COMPLETE AND RETURN THIS COPY TO THE PRINCIPAL.

NO LATER THAN \_\_\_\_\_.

PLEASE COMPLETE **ONE** SECTION ONLY

1. At the present time, I wish to notify you of my intent to ***renew*** my contract for the position of \_\_\_\_\_ at \_\_\_\_\_ School, in the city of \_\_\_\_\_ for the academic year **2010 - 2011**.
  
2. At the present time, I wish to notify you of my intent to ***resign*** my contract for the position of \_\_\_\_\_ at \_\_\_\_\_ School, in the city of \_\_\_\_\_ for the academic year **2010 - 2011**.
  
3. At the present time, I am ***unable to notify*** you of my intent to resign or renew my contract for the position of \_\_\_\_\_ at \_\_\_\_\_ School, in the city of \_\_\_\_\_ for the academic year **2010 - 2011**.

I should be able to notify you of my decision by \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE** this information is for planning purposes of the school only.  
It is **NOT** an offer or rejection of a contract.