



CATHOLIC SCHOOLS – DIOCESE OF ROCKFORD

City _____ School _____

CONTRACT FOR LAY TEACHER (Elementary and High School)

THIS CONTRACT is by and between _____ hereinafter referred to as TEACHER, and _____ (name of Parish, City) a religious corporation, hereinafter referred to as SCHOOL, acting through _____ (Pastor/Parochial Administrator (Elementary School) or Principal (Consolidated School and High School), its authorized agent.

WHEREAS TEACHER wishes to accept full-time part-time employment for the rendering of professional services as TEACHER for the term commencing on _____ and terminating on _____, in _____ School, and SCHOOL desires to employ TEACHER for the same term and purposes:

THEREFORE, IT IS AGREED AS FOLLOWS:

I. DUTIES OF THE TEACHER:

- A. **TEACHER'S** essential job duties are based in the School's mission of the formation of the students in the Catholic faith for the lived experience of Gospel values and for the preservation of the School's Catholic identity, and the Teacher agrees to train students to be intentional disciples of Jesus Christ who will live by their Catholic faith. The teacher agrees to assist the School to advance the Church's mission through daily example, witness, and instruction of the Catholic faith which is incorporated within the entire curriculum.
- B. **TEACHER** agrees to teach in accordance with the religious faith and moral teachings of the Roman Catholic Church, as determined by the ordinary of the Diocese or his designee; to abide by the philosophy, goals, mission, objectives, rules and regulations of SCHOOL; and to be bound by the written policies of the Diocese of Rockford and SCHOOL, as they are now and may be amended from time to time and which are made a part of and incorporated by reference into this contract.
- C. **TEACHER** agrees to render classroom teaching services as are assigned by the Principal, and to perform such services as are required to assist in the extracurricular activities as designated by the Principal and/or as specified in the faculty handbook.
- D. **TEACHER** agrees to comply with the professional requirements for teachers in the Diocese of Rockford and to further professional growth by continued study, participation in professional evaluation, and attendance at Diocesan, Area, and local institutes workshops, professional meetings, and school faculty and parent meetings.
- E. **TEACHER**, before the execution of this contract, has received, reviewed, executed and delivered to the Education Office of the Diocese of Rockford or SCHOOL the following completed forms: 1) "Employment Eligibility Verification (1-9)"; 2) "Receipt Acknowledgement of Employee Handbook"; and 3) Receipts from the "Required Safe Environment Documents". This contract is contingent upon TEACHER's successful completion of all these forms as well as a fingerprint criminal background check, and "Protecting God's Children" training. TEACHER warrants that if he/she has previously submitted the above-referenced forms to SCHOOL that the information contained therein is accurate and current and that the obligations undertaken and/or authorized by TEACHER therein are hereby reaffirmed.
- F. **TEACHER** represents that all information he or she provided at the time of application remains true and correct, and agrees that, if any information, including criminal conviction information, changes, TEACHER shall notify SCHOOL promptly. TEACHER also understands that misrepresentation or omission shall entitle SCHOOL to cancel this contract and void any and all obligations under it.
- G. **TEACHER** agrees that, both at work and away from work, TEACHER will abide by and live in accordance with the religious faith and moral teachings of the Roman Catholic Church, as determined by the Ordinary of the Diocese or his designee, and that failure to do so shall entitle SCHOOL to cancel this contract and void any and all obligations under it.
- H. **TEACHER** agrees to fulfill his or her Contract.

II. COMPENSATION:

- A. In consideration for the services to be performed by TEACHER, SCHOOL agrees to pay teacher the annual salary of \$ _____, to be paid in _____ equal monthly semi-monthly installments beginning on _____.
- a. In addition to the compensation for services rendered, TEACHER shall receive such applicable benefits for a. full-time employees b. for part-time employees

as are set forth in the Catholic Diocese of Rockford Employee Handbook, as those are now and may be amended from time to time.

B. Additional Benefits or Compensation for added services or activities:

a. _____ \$ _____
b. _____ \$ _____
TOTAL SALARY \$ _____

III. **DURATION OF CONTRACT:** The term of TEACHER'S employment shall include _____ days of service, of which _____ days shall be teaching days and 1/ _____ th the annual salary shall be considered as pay for one day of service, equaling \$ _____. The days of said term in excess of pupil attendance days shall be used in accord with Diocesan policies and regulations (4 institute days) and the others as determined by School.

IV. **GRIEVANCE PROCEDURE:** Refer to Diocese of Rockford Employee Handbook.

V. **TERMINATION OF CONTRACT:**

A. **SCHOOL** agrees that the Pastor/Parochial Administrator (Elementary School)/Principal (Consolidated School and High School) will be responsible for giving TEACHER notice of any dissatisfaction with performance or conduct. Thereafter, continued unsatisfactory work or conduct shall warrant discharge and termination of this contract without further obligation hereunder, or other disciplinary action considered appropriate by the Pastor/Parochial Administrator (Elementary School)/ Principal (Consolidated School and High School) in consultation with the Diocesan Catholic Education office. Notwithstanding the above, any act or conduct at or away from work which is nonremediable, as determined in the sole discretion of SCHOOL; or which is not consistent with TEACHER's position, or the philosophy, goals, objectives, or rules and regulations of SCHOOL, or SCHOOL's or the Diocese of Rockford's mission(s), or the religious faith and/or moral teachings of the Roman Catholic Church, as determined by the Ordinary of the Diocese or his designee, warrants immediate discharge and termination of this contract or other disciplinary action considered appropriate by the Pastor/Parochial Administrator (Elementary School)/Principal (Consolidated School and High School) after consultation with the Diocesan Catholic Education Office. If a prior or other contract between TEACHER and SCHOOL or another entity affiliated with the Diocese of Rockford was terminated for reasons cited in this paragraph, then this contract shall also be terminated without further obligation of SCHOOL to TEACHER.

VI. **ADDITIONAL PROVISIONS:** (Not to be in conflict with any of the above policies or provisions)

IN WITNESS WHEREOF, the parties have executed this contract with their signature _____.
(Date signed)

SCHOOL
By: _____
Principal

TEACHER

By: _____
Pastor/Parochial Administrator (Elementary Schools Only)

After everyone has signed, send original to School & copies to Teacher and Diocesan Catholic Education Office