

Equal Opportunity Employer

St. Columban School is an Equal Opportunity Employer. It is the policy of the School to promote equal opportunity in the areas of recruitment, employment, training, development, and promotion where appropriate. Employment in the School and subsequent development or promotion will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, religion, gender, sex, age, disability, or national origin except where religion, sex, or ordination is a bona fide occupational qualification. By the very nature of many administrative, teaching, and staff positions, a faith commitment may be a necessary requirement for employment.

Because the defense and promotion of human rights is inseparable from the Gospel mandate, the School will ensure equal opportunities for protected classes including, but not limited to, the disabled, minorities, and women.

Criminal Background Check

As of October 1, 1993, all new employees who routinely come into contact with children are required to undergo a criminal background check in accordance with the Ohio Revised Code. The parish will pay for the cost of this check, as long as the prospective employee obtains a token from an administrator in the parish office before signing up for selection.com. No person shall be employed who previously has been convicted of or pleaded guilty to any of the offenses listed in Section 3319.31 of the Ohio Revised Code.

The Principal will provide the new staff member with the proper procedures as well as assist in the filing of the proper forms to the Chancery Office in accordance with the Archdiocesan Decree on Child Protection.

Employment in the school cannot begin until the receipt of a cleared criminal background check report from the State of Ohio and clearance from the Chancery Office in accordance with the Archdiocesan Decree on Child Protection. Only when both clearances are received is employment considered finalized. No criminal background check more than one year old is accepted. All information is confidential.

Archdiocesan Decree on Child Protection

All employees, (coaches, volunteers...) are required to attend VIRTUS training on the Archdiocesan Decree on Child Protection before commencing employment and, thereafter, maintain ongoing training and compliance. It is imperative that all understand inappropriate behaviors and language when interacting with children. It is also important to be able to recognize signs of abuse, and the proper procedures for reporting them.