

# **Catholic Diocese of Columbus Teacher Search Application - Principal's Guide**



**Catholic Diocese of Columbus  
Office of Information Technology  
Steven Nasdeo, Director**

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# Welcome to the newly improved Teacher Search Application for Principals System

When a substitute teacher is needed because one of your staff is out and you found out at the last minute, having to search for an available person shouldn't add to your hectic mornings. Finding an available, qualified substitute teacher is essential to keeping your school running as efficiently as possible. The thought process behind the Teacher Search Application for Principals is to save you time so you're not calling substitutes who are already scheduled to work at another school that day. We've created new visuals, so you know right away if a substitute teacher is not available and who is! We've also created a better, faster search engine than the old system.

If you have any suggestions to make this system better, please send me an email. We want to make this system easy to use yet secure due to the nature of the data. Please contact the diocesan helpdesk ([helpdesk@columbuscatholic.org](mailto:helpdesk@columbuscatholic.org) or call us at 614.221.1182) if you have any questions or issues.

I hope you find this system helpful, instructive and above all easy to use.

Yours in Christ,

*Steve Nasdeo*

Steve Nasdeo  
Diocesan Director  
Office of Information Technology and Catholic Schools

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#### Revisions:

<b>Date of Revision</b>	<b>By Whom</b>	<b>What was revised</b>
30 Oct 2018	Steve Nasdeo	Initial release of document

## General Information

The Teacher Search Application is a part of the overall Catholic School Educational application, which is intended for school principals and administrators to search for available substitute teachers in the system, make requests for their services, and to search for approved teachers' employment applications to the Catholic Diocese of Columbus Catholic School family.

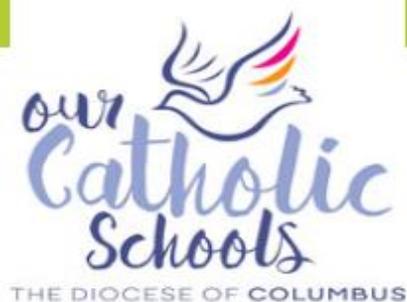
This document is intended to be an introduction to the features of the Teacher Search Application, and it will also provide instructions on how users can utilize this application to accommodate their daily tasks.

## Logging on

The Diocesan Teacher Search Application System will be provided to you in a separate email. Once you get it, you will also be given a user ID and initial password, which you will have to change when you log in for the first time.

There are two ways to access the Teacher Search Application System. Once you go to the URL, (<http://administrators.columbuscatholic.org>) you will be presented with the following main Teacher Search Application screen:

## First Time Logging onto the application



**Log in**

Please use your Catholic Schools account to log in.

**Username**

**Password**

Remember me?

**Log in**

[Forgot your password?](#)

Using the information in the email provided to you, enter the user name and password. If you would like to have the application remember your credentials, check the box that says, “Remember me?” You will be required to change your password upon the first time you access the system.



## Reset password

User name

■ Password

■ Confirm password

Put your user name (email address for the application) a new password and confirm your password, then press reset. The next screen will confirm that your password has been reset.



## Reset password confirmation

Your password has been reset. Please [click here to log in](#)

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Click on the orange “click here to log in” link.

## Can't remember your password?

Click on the 'Forgot your password?' link and you'll get this screen:



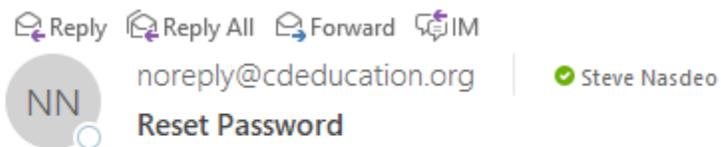
**Forgot your password?**

Please enter your username and email.

**User Name**

**Email**

Type in your user name and email address and we'll send you an email that looks like this:



Please reset your password by clicking here: [Reset Link](#)

Click on the reset link and it takes you to the password reset screen:



## Reset password

User name

■ Password

■ Confirm password

Put your user name (email address for the application) a new password and confirm your password, then press reset. The next screen will confirm that your password has been reset. Click on the orange “click here to log in” link.



## Reset password confirmation

Your password has been reset. Please [click here to log in](#)

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You will be required to change your password upon the first time you access the system.

Once you have successfully changed your password, you will be presented with the following screen to continue to log into the application. Click on the yellow “click here to log in” link:

# Main Principal Search Screen

Once you have successfully logged into the application, you are presented with the Main Principal Search Screen.



Here you will see the link to the Search for Teachers page where you can:

- Search for full time teachers
- Search for substitute teachers
- Schedule substitute teachers at your school

## Search for Teachers

By clicking on the Search for Teachers link, you bring up the main search engine page:



**Office of Catholic Schools**  
**Catholic Diocese of Columbus**  
**TEACHING APPLICATION**  
**Search Form**

---

Teacher Type: Both v      Search Fields:       Search   Reset

<input type="checkbox"/> Early Childhood PK-3	<input type="checkbox"/> Elementary K-8
<input type="checkbox"/> Early Childhood K-3	<input type="checkbox"/> Elementary 1-8
<input type="checkbox"/> PK-3 with 4-5 Generalist Endorsement	

---

<input type="checkbox"/> Non-Tax
<input type="checkbox"/> High School Religion 9-12

---

<input type="checkbox"/> Middle Childhood (4-9)
<input type="checkbox"/> Middle Childhood 4-6 Generalist Endorsement
<input type="checkbox"/> Adolescent to Young Adult (7-12)
<input type="checkbox"/> Multi-Age (P/K-12)

This page can be separated into 2 parts. The first part allows user to search for approved teachers and/or substitutes by keywords, and/or teacher's certification / expertise. All these categories are based upon the information that teachers put into their application with the diocese. Only those applicants that have been approved by the Department for Education will show up in any search you perform.

You can search by:

- Teacher Type
  - Teacher – Full time teaching position desired
  - Sub – Substitute teaching position desired
  - Both – will bring back all teachers
- The search fields box allows you to perform a fuzzy word search for any data in any column

For example, say you are looking for a substitute teacher that put in their application the location of Worthington as where they would like to work. You don't have to type the whole word, just part of it.

Then hit the Search button.

### Search Form

Teacher Type:

Search Fields:

Early Childhood PK-3       Elementary K-8

Early Childhood K-3       Elementary 1-8

PK-3 with 4-5 Generalist Endorsement

Non-Tax

High School Religion 9-12

Middle Childhood (4-9)

Middle Childhood 4-6 Generalist Endorsement

Adolescent to Young Adult (7-12)

Multi-Age (P/K-12)

Your results, located underneath the search engine box, would look like this:

Here are the results of your search (7 entries).

Show  entries Search:

Details	Application Type	Application Date	Location	Certifications	Phone	Catholic
<a href="#">Hoffman, Angela</a>	Sub	08/08/2017	WORTHINGTON, COLUMBUS, CLINTONVILLE, DUBLIN, WESTERVILLE		Primary Phone: (740) 972-0040	<input checked="" type="checkbox"/>
<a href="#">Bauman, Cynthia</a>	Sub	08/14/2017	WESTERVILLE, DELAWARE, WORTHINGTON		Primary Phone: (614) 571-5702	<input checked="" type="checkbox"/>
<a href="#">Lawton, Jerome</a>	Sub	08/30/2017	COLUMBUS, WORTHINGTON, UPPER ARLINGTON, CLINTONVILLE	Adolescent to Young Adult (7-12)	Primary Phone: (614) 260-7330	<input checked="" type="checkbox"/>
<a href="#">Huston, Sara</a>	Sub	02/08/2018	ST. MICHAEL, WORTHINGTON	Early Childhood PK-3 PK-3 with 4-5 Generalist Endorsement	Primary Phone: (810) 599-1048	<input checked="" type="checkbox"/>
<a href="#">Koncal, Mary Ann</a>	Sub	08/08/2018	WORTHINGTON	Elementary K-8 Multi-Age (P/K-12) OHIO	Primary Phone: (614) 888-1382	<input checked="" type="checkbox"/>
<a href="#">Barlage, Lisa</a>	Sub	08/14/2018	ST. MICHAEL SCHOOL - WORTHINGTON	Elementary K-8 Short Term Substitute	Primary Phone: (614) 769-4129	<input checked="" type="checkbox"/>
<a href="#">Gilbert, Karen</a>	Sub	08/16/2018	COLUMBUS, HILLIARD, DUBLIN, WORTHINGTON, DELAWARE	Elementary 1-8 Adolescent to Young Adult (7-12)	Primary Phone: (614) 537-1730	<input checked="" type="checkbox"/>

Showing 1 to 7 of 7 entries Previous **1** Next

The results of your search found everyone who listed the letters 'Worth' in their application.

Now, let's say you searched for the string of letters "don"

**Office of Catholic Schools**  
**Catholic Diocese of Columbus**  
**TEACHING APPLICATION**  
**Search Form**

---

Teacher Type:

Search Fields:

Early Childhood PK-3       Elementary K-8  
 Early Childhood K-3       Elementary 1-8  
 PK-3 with 4-5 Generalist Endorsement

Non-Tax  
 High School Religion 9-12

Middle Childhood (4-9)  
 Middle Childhood 4-6 Generalist Endorsement  
 Adolescent to Young Adult (7-12)  
 Multi-Age (P/K-12)

Your results would bring back the following screen:

Here are the results of your search (9 entries).

Show  entries Search:

Details	Application Type	Application Date	Location	Certifications	Phone	Catholic
<a href="#">Snyder, Eileen</a>	Sub		LONDON, MADISON COUNTY	Early Childhood PK-3	Primary Phone: (740) 49-0842	<input checked="" type="checkbox"/>
<a href="#">Riffe, Laura</a>	Sub	03/02/2015	LONDON, OHIO - LT ART ALL GRADES; ALL OTHER SUBJECTS ST ONLY	Multi-Age (P/K-12)	Primary Phone: (614) 592-4241	<input checked="" type="checkbox"/>
<a href="#">Hamilton, Bonnie</a>	Sub	08/17/2016	LONDON	Elementary K-8	Primary Phone: (614) 306-6146	<input checked="" type="checkbox"/>
<a href="#">Pronai, Elizabeth</a>	Sub	10/06/2016	LONDON OHIO	Elementary K-8 Elementary K-8 Sub	Primary Phone: (740) 852-2031	<input type="checkbox"/>
<a href="#">Rawn, Joyce</a>	Sub	08/09/2017	LONDON, OH		Primary Phone: (304) 839-1819	<input type="checkbox"/>
<a href="#">Donnelly, Karen</a>	Sub	08/30/2017	WESTERVILLE, OH	Elementary K-8	Primary Phone: (161) 458-1223	<input checked="" type="checkbox"/>
<a href="#">Randall, Robert</a>	Sub	11/29/2017	LONDON OHIO, MADISON COUNTY		Primary Phone: (740) 837-0667	<input checked="" type="checkbox"/>
<a href="#">Nibert, Gay</a>	Sub	01/24/2018	LONDON, OHIO	Elementary 1-8	Primary Phone: (386) 75-6572	<input type="checkbox"/>
<a href="#">Menke, Barbara</a>	Sub	08/09/2018	ST. PATRICK LONDON (ONLY)		Primary Phone: (740) 490-8392	<input checked="" type="checkbox"/>

Showing 1 to 9 of 9 entries Previous **1** Next

The search results not only brought back the word “LONDON” in the location field but also brought back a teacher whose name contained the string ‘don’. The powerful search engine now allows you to search any field with any characters and all fields are sortable!

To view the application details of the teachers or substitutes

To view the details of a teacher, click on their name under the Details column.

**Here are the results of your search (7 entries).**

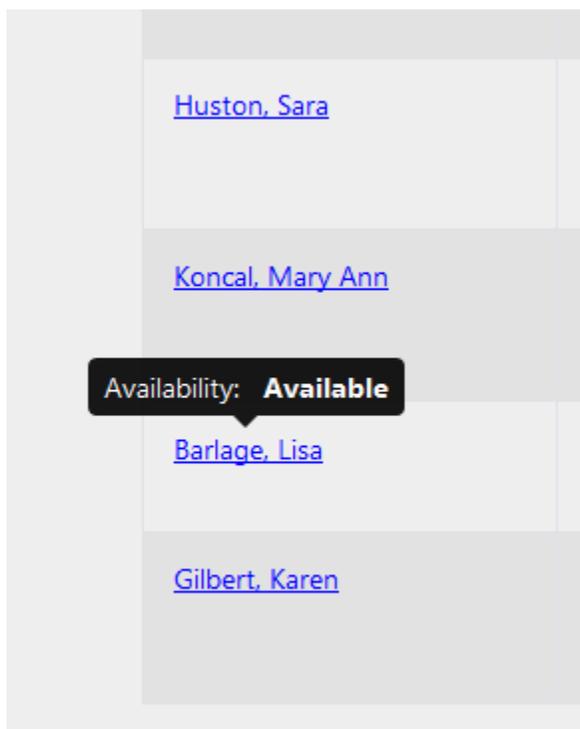
Show  entries Search:

Details	Application Type	Application Date	Location	Certifications	Phone	Catholic
<a href="#">Hoffman, Angela</a>	Sub	08/08/2017	WORTHINGTON, COLUMBUS, CLINTONVILLE, DUBLIN, WESTERVILLE		Primary Phone: (740) 972-0040	<input checked="" type="checkbox"/>
<a href="#">Bauman, Cynthia</a>	Sub	08/14/2017	WESTERVILLE, DELAWARE, WORTHINGTON		Primary Phone: (614) 571-5702	<input checked="" type="checkbox"/>
<a href="#">Lawton, Jerome</a>	Sub	08/30/2017	COLUMBUS, WORTHINGTON, UPPER ARLINGTON, CLINTONVILLE	Adolescent to Young Adult (7-12)	Primary Phone: (614) 260-7330	<input checked="" type="checkbox"/>
<a href="#">Huston, Sara</a>	Sub	02/08/2018	ST. MICHAEL, WORTHINGTON	Early Childhood PK-3 PK-3 with 4-5 Generalist Endorsement	Primary Phone: (810) 599-1048	<input checked="" type="checkbox"/>
<a href="#">Koncal, Mary Ann</a>	Sub	08/08/2018	WORTHINGTON	Elementary K-8 Multi-Age (P/K-12) OHIO	Primary Phone: (614) 888-1382	<input checked="" type="checkbox"/>
<a href="#">Barlage, Lisa</a>	Sub	08/14/2018	ST. MICHAEL SCHOOL - WORTHINGTON	Elementary K-8 Short Term Substitute	Primary Phone: (614) 769-4129	<input checked="" type="checkbox"/>
<a href="#">Gilbert, Karen</a>	Sub	08/16/2018	COLUMBUS, HILLIARD, DUBLIN, WORTHINGTON, DELAWARE	Elementary 1-8 Adolescent to Young Adult (7-12)	Primary Phone: (614) 537-1730	<input checked="" type="checkbox"/>

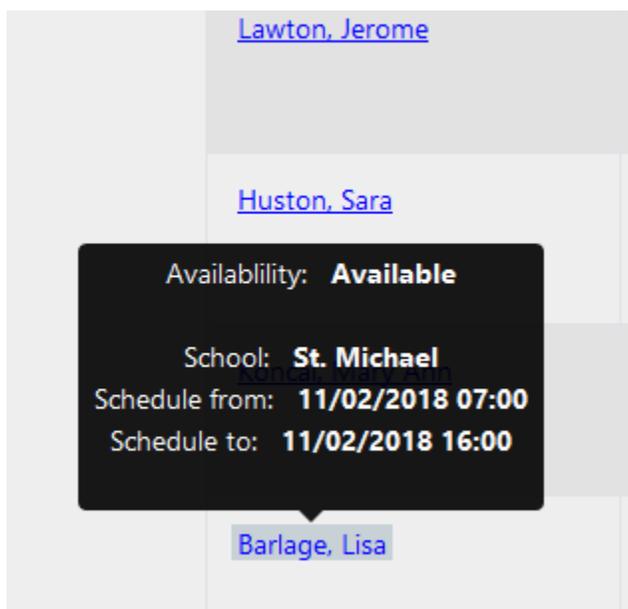
Showing 1 to 7 of 7 entries Previous **1** Next

If the teacher is not available to substitute at this time, you will immediately see it because we now turn the record to a different color.

If you hover your mouse over the teacher's name, you can see if the teacher is available to be scheduled to possibly work at your school for the date you are performing your search:



The teacher might have availability but also be scheduled somewhere else at another date. By hovering your mouse over the teacher's name you might see something like this:



This screen shows that the teacher is available today (or the date you are searching) but is scheduled at another school on another date.

## Clicking on the teacher's name

When you click on the name of a teacher you are presented with this screen:

**Office of Catholic Schools**  
**Catholic Diocese of Columbus**  
**SUBSTITUTE TEACHING APPLICATION**  
**DETAILS**

Date of Application:  [Make PDF](#) [Schedule](#)

Last Name:	First Name:	Middle Initial:	Birth Name (if different):
<input type="text" value="Barlage"/>	<input type="text" value="Lisa"/>	<input type="text" value="M"/>	<input type="text" value="Jettinghoff"/>

Teaching Certificate/License ID#:   Currently Employed?  Approved?

Street Address:

City:	State:	Zip Code:
<input type="text" value="Columbus"/>	<input type="text" value="OH"/>	<input type="text" value="43235"/>

Primary Phone:	Secondary Phone:	Email Address:
<input type="text" value="(614) 769-4129"/>	<input type="text"/>	<input type="text" value="lbarlage1@gmail.com"/>

This is a read-only page. If you would like to print out a report of the teacher's information, you can click on the blue "Make PDF" button. See the Appendix for the teacher's detail report.

## Scheduling a Teacher

After contacting the teacher and agreeing to a date for them to come to your school for an assignment, you are ready to schedule them. Whether you are scheduling a full time or substitute teacher, the process is the same. Click on the red 'Schedule' button and you will see a calendar appear that looks like this:

**Office of Catholic Schools**

**Catholic Diocese of Columbus**

**SCHEDULING SUBSTITUTE TEACHER**

Date Requested:

Last Name:

First Name:

Last 4 SSN:

October 2018

Mon	Tue	Wed	Thu	Fri	
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20

Here you will put the start date requested for the teacher to be scheduled. It will default to the current date, so if you want to schedule the teacher for a different start date, make sure that you change it.

On the calendar, find the same date and double click it. You'll see a pop-up screen come up that looks like this:

**Scheduling** [Close]

**School**

Name: All Saints Academy [Dropdown]

---

**Assignment**

Start: 11/02/2018 07:00

End: 11/02/2018 16:00

---

**Comments**

Comments [Text Area]

[Cancel] [Delete] [Add]

Here, using the dropdown box find your school name and select it. Then, verify the agreed upon start and end dates. You can put comments into the comments box if you want. Anyone who has access to the application will see them, so be nice! Once you have filled out the information, hit the 'Add' button. This places it on the calendar and, depending upon when the start date is, will turn the record a different color on that date.

Here are the results of your search (7 entries).

Show  entries

Search:

Details	Application Type	Application Date	Location	Certifications	Phone	Catholic
<a href="#">Hoffman, Angela</a>	Sub	08/08/2017	WORTHINGTON, COLUMBUS, CLINTONVILLE, DUBLIN, WESTERVILLE		Primary Phone: (740) 972-0040	<input checked="" type="checkbox"/>
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<a href="#">Huston, Sara</a>	Sub	02/08/2018	ST. MICHAEL, WORTHINGTON	Early Childhood PK-3 PK-3 with 4-5 Generalist Endorsement	Primary Phone: (810) 599-1048	<input checked="" type="checkbox"/>
<a href="#">Koncal, Mary Ann</a>	Sub	08/08/2018	WORTHINGTON	Elementary K-8 Multi-Age (P/K-12) OHIO	Primary Phone: (614) 888-1382	<input checked="" type="checkbox"/>
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Showing 1 to 7 of 7 entries

Previous **1** Next

## If you need to change or cancel a scheduled teacher

If for some reason, you need to cancel a scheduled teacher for your school, follow the same procedure getting into the teacher's record and click on their name. Find the date on the calendar that you wish to cancel and double click on the entry and you will bring up a pop-up window similar to the scheduling screen, except it will say Update Schedule at the top instead of Scheduling.

**Update Schedule** [X]

*School*

Name: St. Michael [v]

---

*Assignment*

Start: 10/30/2018 07:00

End: 10/30/2018 16:00

---

*Comments*

Comments [text area]

Cancel Delete Update

30 31

From here, you can change the dates if you want by changing the assignment dates and hitting update. You can also cancel the assignment by hitting the “Delete” button. Once you delete an assignment, the system takes it off of the calendar. The teacher is free to work somewhere else if they want.

# Appendix

## Teacher Application Information Report

**Office of Catholic Schools  
Catholic Diocese of Columbus  
SUBSTITUTE TEACHING APPLICATION**



**Date of application : 08/14/2018**

<i>Last Name:</i>	Barlage
<i>First Name:</i>	Lisa
<i>Middle Initial:</i>	M
<i>Birth Name if different:</i>	Jettinghoff
<i>Teaching Certificate/License ID#:</i>	OH3134515
<i>Currently employed?</i>	<input type="checkbox"/>

<i>Street Address:</i>	328 Brownsfell Drive
<i>City, State:</i>	Columbus, OH
<i>Zip Code:</i>	43235
<i>Primary Phone #:</i>	(614) 769-4129
<i>Secondary Phone #:</i>	
<i>Email Address:</i>	lbarlage1@gmail.com
<i>Are you a practicing Catholic?</i>	<input type="checkbox"/>
<i>Have you completed the Virtus Protecting God's Children Safe Environment Program?</i>	<input type="checkbox"/>
<i>Date of most recent BCI fingerprint report:</i>	08/10/2015
<i>Date of most recent FBI fingerprint report:</i>	08/10/2015

<i>Early Childhood PK-3:</i>	<input type="checkbox"/>
<i>Elementary K-8:</i>	<input type="checkbox"/>
<i>Early Childhood K-3:</i>	<input type="checkbox"/>
<i>Elementary 1-8:</i>	<input type="checkbox"/>
<i>PK-3 with 4-5 Generalist Endorsement:</i>	<input type="checkbox"/>
<i>Non-Tax:</i>	<input type="checkbox"/>
<i>High School Religion 9-12:</i>	<input type="checkbox"/>
<i>Middle Childhood (4-9):</i>	<input type="checkbox"/>
<i>Middle Childhood 4-6 Generalist Endorsement:</i>	<input type="checkbox"/>
<i>Adolescent to Young Adult (7-12):</i>	<input type="checkbox"/>
<i>Multi-Age (P/K-12):</i>	<input type="checkbox"/>

**PREFERENCES***Location:*St. Michael School -  
Worthington**LICENSURE**

<i>Type of Certification</i>	<i>State Issued by</i>	<i>Date Issued</i>	<i>Date Expires</i>	<i>Specific Teaching Area(s)</i>
Short Term Substitute	Ohio	07/18/2014	06/30/2019	

**EDUCATION**

<i>Degree</i>	<i>Major/Minor</i>	<i>University &amp; Location</i>	<i>Dates Attended</i>
BS Accountancy	Accounting	Miami University, Oxford, OH	1986 - 1990

**TEACHING EXPERIENCE: Total number of years (do not include student teaching):**

<i>School</i>	<i>Location</i>	<i>Subject(s) / Grade(s) Taught</i>	<i>Dates Taught</i>
---------------	-----------------	-------------------------------------	---------------------

**QUESTIONS & ANSWERS****1. Describe your ideal substitute experience.**

I am planning to substitute only at St. Michael where I am familiar with the students, staff and general procedures of the school. I was a teacher's aide at St. Michael for 6 years from August 2010 to June 2017.

**2. How do you manage discipline situations?**

I communicate clearly and calmly to the student involved my expectations for their behavior. If the student does not behave appropriately, I follow the teacher's plan for discipline.

**3. What would you do if there was no lesson plan available?**

I know that each teacher has a set of emergency substitute lesson plans in the office that I could use. If those were not available, I would ask the children what they had been studying and review that material. For young students, I would read a book to them, practice math facts or spelling words. I could play a review game with older students or read ahead to the next chapter in the textbook.

