



DIOCESE OF ORANGE

DEPARTMENT OF CATHOLIC SCHOOLS JOB REQUISITION
13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

INSTRUCTIONS: This form is a communication and request form. Its purpose is to communicate to the Department of Catholic Schools the need to replace or fill a position within your school. This form should be completed **BEFORE** recruiting for the position begins. Approval from the Superintendent or Associate Superintendent and Principal is required.

SCHOOL: St. Joachim School

JOB TITLE: Fourth Grade Teacher **DATE OF REQUISITION:** August 4, 2022

BRIEF SUMMARY (for posting): St. Joachim Catholic School seeks a full-time teacher for fourth grade. Must possess a preliminary or clear multiple subject credential.

ABOUT THE JOB: (ATTACH JOB DESCRIPTION)

REPLACEMENT: No

SALARIED: Yes (Salary placement on Diocesan Salary Scale contingent on experience and education)

HOURLY: 40 hours **RATE OF PAY:** salary

POSITION REPORTS TO: Principal

WORK HOURS: FROM 7:30 am TO 3:30 pm

ANTICIPATED HIRE DATE: August 15, 2022

POST TO: Diocesan website EdJoin

REQUESTED BY: Lisa Gilbert

APPROVALS:

Lisa Gilbert

August 4, 2022

Principal Signature

Date

Business Manager Signature

Date

Klement Valenz

8/5/2022

Superintendent/Associate Superintendent Signature

Date

Comments (if any):



**ROMAN CATHOLIC
DIOCESE of ORANGE**