



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. Edward the Confessor

JOB TITLE: 3rd grade Long Term Sub Teacher **DATE OF REQUISITION:** January 8, 2024

BRIEF SUMMARY (for posting): Faithful to our Catholic values, we sustain an evolving school-wide learning environment that inspires each Learner to achieve his or her God-given potential inside and outside the classroom. The classroom teacher with the assistance of an instructional aide is responsible for fostering the spiritual, intellectual, and social development of our students.

ABOUT THE JOB: (ATTACH JOB DESCRIPTION)

REPLACEMENT: YES ☐ NO ☒

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

HOURLY: ☐ **RATE OF PAY:**

POSITION REPORTS TO: Assistant Principal of K-5 grade and Principal

WORK HOURS: Monday-Friday **FROM** 7:30AM **TO** 3:30 PM **OTHER:**

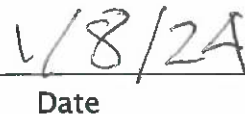
ANTICIPATED HIRE DATE: by the end of March

POST TO: Diocesan website ☒ EdJoin ☒

REQUESTED BY: Cristin O'Connor

APPROVALS:


Principal Signature


Date