Venango Region Catholic School–St. Stephen Campus
Open Positions 2024-2025

- **Full-Time Custodian**

Qualifications: High school diploma or GED. Prior experience working within a school setting is preferred.

Job Responsibilities: The candidate must be able to work during the school day (7:00am-3:00pm) in addition to non-school days. This is a 12-month position. The candidate must be able to complete all required clearances/background checks, and have reliable transportation. Job duties include daily building cleaning and sanitization, light snow removal in the winter months, minor maintenance and organization of custodial equipment and supplies.

Requirements: Applicants must submit a job application with references, required clearances, college transcripts (if applicable), pastor recommendation (Catholic) or character reference (non- Catholic), and educational certificates (if applicable). Required documentation may be found at: https://www.eriercd.org/schools/teachingforms.html.

- **Day-to-Day Substitute Teacher, Pre-8**

Qualifications: Teaching degree and certification preferred. You do not need to be Catholic to apply.

Job Responsibilities: The candidate will be responsible for the daily planning, instruction and supervision of students. Teachers are expected to use techniques and resources based on researched best practices as well as state, Diocesan and local curriculums. The candidate should be prepared to maintain accurate records, utilize instructional technology and communicate effectively with parents. A willingness to collaborate with colleagues and utilize assessment data is also expected.

Requirements: Applicants must submit a job application with references, required clearances, college transcripts, pastor recommendation (Catholic) or character reference (non- Catholic), and educational certificates. Required documentation may be found at: https://www.eriercd.org/schools/teachingforms.htm

St. Stephen School
214 Reed Street Oil City, PA 16301
814-677-3035
Katherine Chandley, Principal