



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.

1. **SCHOOL:** St. Bonaventure Catholic School

2. **JOB TITLE:** Receptionst/Admin Clerk **DATE OF REQUISITION:**11/23/2020

3. **BRIEF SUMMARY (for posting):** Under the direction of the school principal is responsible for supporting the Diocese of Orange in its mission to evangelize and catechize youth in a Catholic School environment by serving as a school office receptionist and administrative clerk.

4. **(ATTACH JOB DESCRIPTION)**

5. **REPLACEMENT:** YES NO

6. **SALARIED:** (Salary placement on Diocesan Salary Scale contingent on experience and education)

7. **HOURLY:** **RATE OF PAY:** \$18 to \$22 Per Hour/Commensurate
With Experience

8. **POSITION REPORTS TO:** Business Manager

9. **WORK HOURS:** FROM 7:15 am TO 1:00 pm

OTHER:

10. **ANTICIPATED HIRE DATE:** 12/07/2020

11. **POST TO:** Diocesan website EdJoin

12. **REQUESTED BY:** Kim White, Principal

APPROVALS:



Principal Signature

Date

Superintendent/Associate Superintendent Signature

Date

Comments (if any):