



## 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. Norbert School
2. **JOB TITLE:** Instructional Aide      **DATE OF REQUISITION:** 3/10/22

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3. **BRIEF SUMMARY (for posting):** St. Norbert Catholic School is seeking someone to join the school family as a school aide to help with supervision and assist students during the school day. The candidate must be 24 or older, patient, creative and enjoy working with children and available Monday-Friday 10:15am-1:15pm.
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:** \$15.00
8. **POSITION REPORTS TO:** Principal
9. **WORK HOURS:**      **FROM** 10:15am      **TO** 1:15pm

**OTHER:**

10. **ANTICIPATED HIRE DATE:** ASAP
11. **POST TO:** Diocesan website            EdJoin
12. **REQUESTED BY:** Joe Ciccoianni

**APPROVALS:**



Principal Signature

March 17, 2022

Date

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Superintendent/Associate Superintendent Signature

Date

Comments (if any):