

**Elementary Level Teacher Opening:  
2018-2019 School Year**

St Vitus School  
915 S. Jefferson St.  
New Castle, PA 16101  
724-654-9297  
www.stvituscatholicsschool.org

Attn: Mr. Justin Venasco, School Principal

**PA Elementary Education Certification  
Required**

**Documentation Required:**

- Current Resume
- At least 3 Letters of Recommendation:
  - a) Pastor of Affiliated Parish, if applicable
  - b) Pastor of Affiliated Parish where employed, if applicable
  - c) Immediate or past Principal or employer or educator
  - d) One other person as a character reference

**Transcripts**

**Certificates**

- Act 151, Act 34, Act 114 Clearances (Dated within a year)
- Copy of Catholic Identity & Mission Clause acknowledgement to be signed if position is offered and returned to Schools Office
- Copy of (Catholic) Philosophy of Education
- Act 168 (Sexual Misconduct /Abuse Disclosure Release Form)
- Act 126 Certificate (visit <http://reportabusepa.pitt.edu> for training program, or visit diocesan website [diopitt.org](http://diopitt.org)>left hand menu>scroll to Online Training for Mandated Reporters of Child Abuse)

**Email Documents to:**

Mr. Justin Venasco, Principal  
stvitusschool@yahoo.com

**Position for Secretary to the Principal**

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**Position Summary:**

- Responsible for organizing and coordinating office operations and procedures in order to ensure effectiveness and efficiency to provide maximum positive impact on the education of students.

**Specific Training/Skills:**

- Proficient computer skills including word processing, spreadsheets and email

**Education Required:**

- High School Diploma

**Documentation Required:**

- Current Resume
- Essay explaining the importance of organization and communication in the workplace
- At least 2 Letters of Recommendation:
  - a) Immediate or past employer
  - b) One other person as a character reference

**Certificates**

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Search Catholic Community New Castle to download the app.

**St. Vitus Gift Shop**

12 Maitland Street 724-654-8851

**Hours:**

Tuesdays/Thursdays 10:00 AM–5:00 PM

Sundays: 10:00 AM–Noon



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