

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

- **Part-Time Preschool Lead Teacher, ages 4 and 5**
- **Part-Time Art Teacher, Grades Pre-8**
- **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.html>

- **Part-Time Office Administrative Assistance**

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

**Job Responsibilities:** The candidate will be responsible for overseeing the main office in the absence of the principal and other administrative staff. They will also be responsible for daily clerical duties such as answering the telephone, making copies, filing, entering attendance and other student data. The candidate should be willing to work directly with both children and adults, and willing to support fundraising and advancement efforts if needed.

**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>

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