



## **St. John Paul II Catholic Schools**

560025<sup>th</sup> Street South • Fargo, ND 58104-7123

Voice: 701-893-3200 • Fax: 701-893-3277 • [www.jp2schools.org](http://www.jp2schools.org)

Holy Spirit Elementary School • Nativity Elementary School • Trinity Elementary School  
Sullivan Middle School • Shanley High School

### **Open Positions - Administrative**

We currently have no open Administrative positions available.

### **Open Positions - Teacher**

#### **Science Teacher – Shanley High School (1.0 FTE)**

Candidate must be qualified to teach 9-12 Science, specifically physical science and physics. Candidates must hold or be able to obtain current ND Educator's Professional License. Deadline for applying: Open Until Filled. Submit cover letter, resume, completed certified application, three letters of recommendation and transcripts.

#### **Substitute Teachers – All locations**

Candidates must have knowledge of curriculum development and be able to effectively communicate with students, staff and parents. Candidates must hold or be able to obtain current ND Educator's Professional License. Submit completed substitute application, Resume, three letters of recommendation and ND Educator's License.

### **Open Positions - Other**

#### **Major Gifts Officer**

The Major Gifts Officer will increase the school's capacity for fundraising major gifts and serve as an ambassador for the St. John Paul II Catholic Schools. Successful candidate will work closely with the President and the Advancement Director. The position is responsible for the identification, cultivation, solicitation, and stewardship of major gifts and planned gift prospects, including new prospective donors. The Major Gifts Officer will develop and implement strategic actions for achieving specific goals as outlined in the strategic plan. Application Deadline: Open Until Filled. Please submit cover letter, resume, general application, and three letters of recommendation.

#### **Cook – Nativity Elementary (.75 FTE)**

Successful candidate will be responsible for working with the Head Cook of JP II Catholic Schools. Responsibilities include preparing main menu items and salad bar, maintain inventory, maintain good communication, and providing a welcoming environment. Deadline for applying: Open Until Filled. Submit cover letter, resume and general application.





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### After School Program – Multiple Locations (PT)

Looking for a dynamic and energetic individual(s) to supervise students and organize after school activities for students in grades Pre-K thru 5 for the 2018-19 school year. The hours will be 3:00 – 6:00 on Monday, Tuesday, Thursday and Friday and 2:30 – 6:00 on Wednesday with the available to work on JP2 non-school days. No weekends. Can be flexible with availability. Deadline for applying: Open Until Filled. Submit cover letter, resume and general application.

### Substitute Para-Professionals – Multiple Locations

Looking for a para-professionals to assist in the Little Deacons 3 year old program. Candidate will work under the direction of the Lead Teacher to provide support and help create a positive learning and socialization environment the students to grow. Flexible schedule with no weekends and additional hours available on JP2 non-school days. Deadline for applying: Open Until Filled. Submit cover letter, resume, general application and three letters of recommendation.

## Positions - Coaches

### Head Girls Swim Coach – Shanley High School

Looking for a Head Girls Swim Coach for the fall 2019 swim season. Candidate will be responsible for the day to day operations of the Girls Swim program to include but not limited to planning and implementing daily practices, transportation requests, game management, supervision of athletes, maintenance and inventory uniforms and equipment, and compliance of JP2 Catholic Schools and NDHSAA policies and guidelines. Candidate must have an understanding of the individual skills, team strategies and implementing game plans for all opponents. NDHSAA coaching certificate is required. Deadline for applying: Open Until Filled. Submit cover letter, resume, general application and three letters of recommendation.

Application materials can be submitted to:

Human Resources  
St. John Paul II Catholic Schools Network  
5600 25<sup>th</sup> Street South  
Fargo, ND 58104  
Fax: 701-893-3277  
Email: [Human.Resources@jp2schools.org](mailto:Human.Resources@jp2schools.org)



03/04/19