



## **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  
Sacred Heart Middle School • Shanley High School

### **Open Positions - Administrative**

We currently do not have any administrative positions available.

### **Open Positions - Teacher**

#### **Physical Education/Health – Shanley High School/Sacred Heart Middle School (1.0 FTE)**

Candidate must be qualified to teach grades 6-12 Physical Education and Health courses. In addition, 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. Deadline for applying: Open Until Filled. Submit cover letter, resume, completed certified application, three letters of recommendation and transcripts.

#### **Spanish Teacher – Shanley High School/Sacred Heart Middle School (1.0 FTE)**

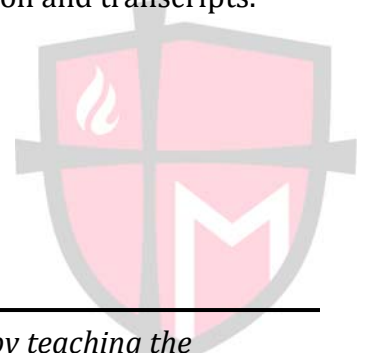
Candidate must be qualified to teach Spanish courses at the High School and Middle School grade levels. Possible courses will include Exploratory Spanish, Spanish I and Spanish II. In addition, candidates must have knowledge of curriculum development and be able to effectively communicate with students, staff, and parents. Candidates must hold or be able to obtain current ND Educator's Professional License. Deadline for applying: Open Until Filled. Submit cover letter, resume, completed certified application, three letters of recommendation and transcripts.

#### **Elementary Teacher – Nativity Elementary, (1.0 FTE)**

Candidate must be qualified to teach Elementary students (grade 4). Candidates must have knowledge of curriculum development and be able to effectively communicate with students, staff, and parents. We are looking for someone with a passion for Catholic education and strengths in literacy and math instruction. 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.

#### **Smart Lab Teacher – Trinity Elementary School (1.0 FTE)**

Candidate must be qualified to teach at the elementary level. The position includes teaching STEM K-5. In addition, 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. Deadline for applying: Open Until Filled. Submit cover letter, resume, completed certified application, three letters of recommendation and transcripts.



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*The Mission of St. John Paul II Catholic Schools is to inspire excellence by teaching the total person and fostering the following of Christ, as taught by the Catholic Church*



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### **Open Positions - Other**

#### **Assistant Cook – Nativity Elementary School (15 hours per week/school year)**

Successful candidate will be assisting the Head Cook with the daily hot lunch requirements. Responsibilities include assisting with the preparation of menu items, serving, and clean-up. Deadline for applying: Open Until Filled. Submit general application.

#### **Custodian – Shanley High School/Sacred Heart Middle School (1.0 FTE)**

Under the direction of the School Administrator, the primary duties will include: plan, coordinate and perform custodial services to maintain a neat, clean, sanitary and safe school facility. Candidates must be able to work appropriately with children. Other requirements include but are not limited to working with a wide variety of cleaning chemicals and equipment, making minor repairs such as changing light bulbs and ballasts, changing filters, and maintaining inventory and records. Hours are 6:00am – 2:30pm. Position open until filled. Submit general application.

#### **Evening Custodian –Shanley High School/Sacred Heart Middle School (1.0 FTE)**

Looking for a self-motivated individual to work evenings and possible some weekends. Responsibilities include but are not limited to general cleaning and maintenance of school facility both inside and outside. Successful candidates will need to be able to operate mechanical equipment such as auto scrubber, vacuum, etc. Hours are 2:00pm – 10:30pm Deadline: Open Until Filled. Submit general application.

#### **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 2021-22 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 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.





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### Positions - Coaches

#### Head Girls Softball Coach – Shanley High School

Looking for a Head Girls Softball Coach for the Spring 2022 softball season. Candidate will be responsible for the day-to-day operations of the Girls Softball 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 JP II 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)



11/19/21