

HELP WANTED

•Office Assistant •Full Time Substitute Teacher

----Spalding Academy Catholic School is looking to hire an office assistant for the 2022-23 school year. Duties to include online reports, marketing needs, mailings, scheduling, occasional student monitoring, and flexibility to help with other school office needs. Wages based on experience and knowledge ranging from \$15-20 with potential for bonuses.

----Spalding Academy Catholic School is looking to hire a full time substitute teacher for the 2022-23 school year. Local certificate or fully certified accepted. Will help someone get their local substitute certificate if needed. Duties would include daily student monitoring and substitute teaching for various teachers as days warrant. This is a full time position based on the school year calendar. Pay based on certificate type ranging from \$15-20 an hour, certified staff base pay (\$33,015), or to be negotiable.

*Contact Amy McKay, amy.mckay@spaldingacademy.org,
with questions and for an application*