

St. Patrick School (Newry, PA)—Job Openings

The following job openings are immediately available for the 2018-19 school year:

❖ School Secretary

Qualified applicants must be supportive of the mission of the Catholic Church, have two or more years of practical experience within a school system, knowledge of Microsoft Office programs, be able to multitask and maintain high levels of confidentiality, professionalism and integrity. Familiarity with school lunch programs and Power School is preferred.

- A full listing of all job descriptions is available on the Diocesan Website.

- All job applicants must be able to provide the following clearances:
 - PA Child Abuse Clearance
 - PA Criminal History Clearance
 - FBI Fingerprinting
 - PA Mandated Reporter Training
 - Act 24 Arrest & Conviction Disclosure
 - Diocesan Youth Protection Training

Submit all documentation to:
Diocese of Altoona-Johnstown
Education Office
933 South Logan Blvd.
Hollidaysburg, PA 16648