

## Administrative Assistant:

### Assist the Office Manager in:

Attendance/Tardies  
Children's Scholarship Fund  
PO's  
Phone  
Infinite Campus  
Coordinate Community donations  
Support to Latino families  
Daily assistance to a student with Severe Diabetic needs

### Latino Outreach/Family Liaison:

Partner with community organizations  
Interpret and translate  
Interpret for spanish speaking families

### Assist with Marketing and Recruitment:

Kindergarten Round up  
Back to School Night  
School Website maintenance

### Knowledge, Skills, and Abilities

- \*Bilingual in Spanish and English preferred
- \*Working knowledge of QuickBooks, Microsoft Excel, and Microsoft Word
- \*Customer service experience
- \*Ability to communicate concisely, both orally and in writing
- \*Ability to work effectively and professionally with staff members, families and students
- \*Education and Experience
- \*Prior experience working with students/children
- \*High school diploma/GED or higher.
- \*Safe Environment Certification through the Archdiocese of Omaha

### Application Instructions

Please send a cover letter, resume, and at least three letters of recommendation to Angie Whitfield, Principal, at [awhitfield@allsaintscs.org](mailto:awhitfield@allsaintscs.org).

## Teaching Position:

**All Saints Catholic School is seeking a highly qualified teacher candidate to join our intermediate-level teaching team (Grades 3-5).**

The successful candidate will facilitate student success and growth in academic areas, as well as social-emotional, and spiritual areas. Candidates should have excellent classroom management and strong foundational knowledge in teaching. They will also be expected to collaborate with a team of elementary teachers to determine the curriculum and encourage current best practices in instruction for English Language Learners. Candidates proficient in technology use are preferred but not required. Those considered must promote and teach the values of the Catholic faith. Practicing Catholic candidates are preferred but not required.

### Requirements

#### Knowledge, Skills, and Abilities

Valid NE teaching certificate. Applicants must have a background in elementary education, Catholic faith preferred, classroom management and the ability to manage duties associated with a self-contained classroom.

#### Education and Experience

Qualified applicants hold a current Nebraska teaching certificate with an endorsement in K-6 Elementary, self-contained classroom.

Experience incorporating technology into the classroom and a background in guided reading.

### Application Instructions

Please send a cover letter, resume, and at least three letters of recommendation to Angie Whitfield, Principal, at [awhitfield@allsaintscs.org](mailto:awhitfield@allsaintscs.org).