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## SAINT MARY MAGDALENE PARISH/SCHOOL

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### Employment Opportunity

**Date:** July 23, 2021

**Office:** Pre-School

**Position:** Assistant Teacher

**Deadline:** Until filled

**Status:** Part-time position

**Practicing Catholic:** Preferred

**Position Summary:** Saint Mary Magdalene School, located at 2940 Parkside Road Columbus, Ohio 43204, is accepting resumes for a part-time Pre-school Assistant Teacher to begin the 2021-2022 school year.

**Requirements:**

- High School diploma or equivalent
- Previous childcare experience is preferred
- Recent satisfactory FBI and BCI background checks
- Must participate in a VIRTUS Protecting God's Children training safe environment seminar

**Qualifications for the position:**

Must be courteous at all times and must be flexible to adapt to changing needs.

Knowledge/experience of office equipment, Microsoft software applications (Microsoft Word, Microsoft Outlook, and Excel) is preferred.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course. Compensation is commensurate with candidate's experience.

Please contact Principal Courtney Ryan by e-mailing your resume and letter of interest to [cryan@cducation.org](mailto:cryan@cducation.org). Your letter of interest should include a brief introduction, how your skills and experience are a good fit for this role. and describe the reasons for wanting this position.

