



St. Patrick School Teacher Job Description

JOB TITLE: Full-time Catholic School Teacher

DEPARTMENT/LOCATION: St. Patrick School, Roxbury, Massachusetts

St. Patrick School, a private Catholic School in Roxbury, Ma, is seeking an exceptional Pre-Kindergarten Teacher.

PRIMARY FUNCTION: Under the direction of the school principal, we are looking for a talented, creative, hard-working, team player with a broad-range of artistic skills, along with an appreciation of developmental characteristics of elementary school students to join our strong faculty in a Catholic School environment.

GENERAL SUMMARY:

Under the supervision of the Building Principal, the accepted candidate is responsible for teaching fulltime for the duration of the school year (180 school days + School/Parish Events and Faculty Meetings). The teacher is responsible for fostering the intellectual, social, physical, and faith development of children in their elementary school experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recognizes and supports the unique Catholic Mission of the school by speaking, acting, and instructing consistent with the teachings of the Catholic Church; a teacher may not espouse any doctrine inconsistent with the teachings of the Church.
- Gives evidence of lived Gospel values by being an active member of a faith community and being open to the importance of personal faith journey; strives to model the teaching of Jesus by attitude and example.
- Help build the school's faith community by a demonstrated willingness to participate in and plan school religious and service activities.
- Demonstrate effective planning skills by preparing lessons designed to implement stated goals and objectives and by incorporating school and diocesan curriculum objectives in lesson plans.
- Demonstrate competence in teaching by demonstrating current, thorough knowledge of curriculum and subject matter and be able to communicate effectively with students; be able to organize classroom learning and materials to maximize student time on tasks as well as motivate student learning.
- Develop and use effective methods of evaluation that are directly related to curriculum objectives and to concepts and skills taught; consistently and effectively evaluate student progress.
- Establish a consistent disciplinary approach which promotes self-direction and positive self-image; set high standards for student behavior and manages inappropriate behavior effectively.



- Maintain a functional and pleasant learning environment
- Cooperate with school and diocesan administration; work effectively with all staff members to promote positive relationships with students and parents.
- At all times demonstrate professional responsibility in enforcing diocesan and school policies and regulations
- Maintain confidentiality of information, display sound judgment in dress and general behavior.
- Perform other duties as assigned

Physical/Mental Requirements:

- Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding

Basic Qualifications:

- A working knowledge of and a strong commitment to the mission of fostering lay leadership in the Catholic Church. If a baptized Catholic, must be a practicing Roman Catholic in full communion with the Church
- Excellent communications skills including written, verbal, public speaking, and presentation skills
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player
- Be available for evening and weekend work as necessary; have reliable transportation
- Be able to manage multiple tasks simultaneously
- Proficiency in the use of computer technology including word processing and the use of Microsoft Office and related technology; ability to maintain confidentiality
- Flexibility in assessing needs and strategies and adapt appropriately in a ministerial environment
- The ability to successfully complete a criminal history and background check
- Professional bearing and clean and neat personal appearance

Education and Experience:

EEC Certification

A Bachelor degree in education

Compensation:

Based on experience and qualifications

To Apply:

E-mail a cover letter and resume along with a letter of reference and a demo lesson plan.

To:

Tiffany Sawyer, Principal

St. Patrick School

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