



Assumption of the Blessed Virgin Mary School

Job Description: K-8 Teacher

Status: Full Time

Responsible to and reports directly to the Principal of Assumption School

Primary Function of the Position: Under the direction of the school principal, the teacher is responsible for supporting Assumption School and the Archdiocese of St. Louis in its mission to evangelize and catechize youth in a Catholic School environment. The accepted candidate is responsible for teaching for the duration of the school year. The teacher is responsible for fostering the intellectual, social, physical, and faith development of all students.

Education & Experience:

- Practicing Catholic (If teaching Religion)
- A Bachelor degree in education from an accredited university
- State of Missouri Teaching Certificate in Elementary Education or Content Areas
- Prevent and Protect Program completed through the Archdiocese

Basic Qualifications:

- A working knowledge of and a strong commitment to the mission of fostering lay leadership in the Catholic 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 limited evening and weekend work as necessary.
- Be able to manage multiple tasks simultaneously.
- Proficiency in the use of computer technology in the classroom, for planning and curriculum development, and Google Classroom, and the Google Suite, as well as other related technology.
- Attend staff meetings and professional development throughout the year.
- Use the TeacherEase student management software to enter grades, behavior reports/discipline incidents and communicate with parents.
- 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.

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 Archdiocesan curriculum standards in lesson plans.
- Develops meaningful substitute teaching lessons that support the curriculum in the teacher's absence.
- Demonstrate competence in teaching by incorporating 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, as part of the school's discipline process; set high standards for student behavior and manage inappropriate behavior effectively.
- Cooperate with school and Archdiocesan administration; work effectively with all staff members to promote positive relationships with students and parents.
- At all times demonstrate professional responsibility in enforcing Archdiocesan and school policies and regulations.
- Maintain confidentiality of information, display sound judgment in dress and general behavior.

Compensation:

- Based on the Archdiocesan Salary Schedule by degree and experience.