

Holy Family Catholic School
ELEMENTARY TEACHER
JOB DESCRIPTION

Position Goal: Further the mission of HFS by engaging learners to meet their goals while bringing value to our Catholic school's program.

Holy Family School seeks a dynamic elementary teacher to be a part of a strong team of educators.

Reports to: Principal

Start Date: August 2022

Contact: careers@holyfamily.org

Education

- A Bachelor's degree or higher
- Valid teaching credential

Qualifications & Experience

- Previous teaching in a Catholic elementary school is highly preferred
- Supervise a classroom academic and program development and facilitating implementation
- Foster a positive and safe classroom culture, focused on student learning
- Make data-driven decisions
- Fully vaccinated against COVID-19

Desired Skills & Characteristics

- Dependable, humble, have a sense of humor, and are committed to Catholic education
- Possess a growth mindset and passion for learning
- Actively engaged colleague, who focuses on student learning and collaborates to improve school-wide learning efforts
- Excellent interpersonal, writing and communication skills
- Knowledge of current trends in education
- Knowledge of current approaches to assessment, benchmarking and tracking of results
- Professional awareness about the role of technology in 21st century schools
- Results oriented, self-motivated, dynamic, energetic and creative
- Excellent organizational skills including the ability to motivate and lead diverse learners

Responsibilities

- Plan for, teach, monitor, assess, and make accommodations for the spiritual, moral, physical, emotional, and academic development of the children of Holy Family Catholic School
- Be an active contributor to the school community and a dynamic and collaborative colleague
- Possess a growth mindset
- Implement Core Instructional Practices as a structure for teaching and learning
- Utilize formative and summative assessment to inform instruction
- Invest in positive relationships with parents, colleagues and students
- Help live, instill and motivate the Philosophy and Mission of Holy Family Catholic School
- Maintain a professional, charitable, cooperative and respectful relationship with all members of the Holy Family community
- Establish and maintain effective classroom management

- Be present in school and available for all assigned duties from 7:30 am to 3:30 pm, Monday through Friday of the school year
- Maintain a classroom learning environment that showcases and promotes student learning
- Communicate via a weekly newsletter that shares about current and upcoming learning and events
- Supervise during specified student breaks (recess or lunch) Mass and assemblies
- Be well prepared for class
 - Lesson plans submitted electronically via PlanBook by 8 am the first day of every week
- Keep curriculum guides up-to-date
- Maintain accurate attendance records
- Attend all faculty meetings, in-service days, retreat days, Parent-Teacher Conferences, Back to School Night, Graduation and other after school events when requested by the Principal
- Notify the Principal of any serious and /or chronic learning, behavior or safety concerns Take the initiative in calling, and setting up appointments with parents regarding the progress of their child
- Assess students in a fair, accurate, and equitable manner following due dates and using the electronic grading program
- Return calls, emails, and other correspondence with parents within a 48-hour period
- Be knowledgeable of the Faculty Handbook, the Parent Student Handbook, and the Archdiocesan Administrative Handbook.
- Carry out duties in a responsible manner regarding curriculum, co-curricular activities, safety, and other assigned tasks
- Adhere to all policies regarding:
 - Credentials
 - Catechist Certification
 - Contractual agreements
- Learn to use new technology and incorporate it in teaching and related duties
- With permission of Principal, plan and organize field trips
- Keep classroom tidy and organized, take care of it as if it were your own, notify office of maintenance concerns, and put everything away at end of year
- Manage distribution, care, and collection of textbooks and other classroom materials
- If you have an assistant, work cooperatively with the assistant and evaluate them at the end of the year
- Participate in carpool, recess, and other duties as assigned
- Enforce the dress code
- Follow agreed-upon curriculum guidelines
- Perform other duties as assigned
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The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to perform the job.

Qualified applicants should submit their cover letter, resume, 3 letters of recommendation (1 from recent supervisor preferred), and contact information for 3 professional references to careers@holyfamily.org.