



St. Joseph Catholic School

Teacher Job Description

JOB TITLE: Full time Fifth grade Catholic School Teacher

EXEMPTION STATUS: Exempt

DEPARTMENT/LOCATION: St. Joseph Catholic School, Chehalis, Washington

PRIMARY FUNCTION: Under the direction of the school principal is responsible for supporting the Archdiocese of Seattle in its mission to evangelize and catechize youth in a Catholic School environment.

GENERAL SUMMARY: Under the supervision of the Building Principal, the accepted candidate is responsible for teaching first grade for the duration of the school year (180 school days + four development days). The teacher is responsible for fostering the intellectual, social, physical, and faith development of children in the first year of 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 manager 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: A Bachelor degree in education from an accredited university State of Washington Teaching Certificate in Elementary Education Compensation: Based on experience and qualifications

Salary: Starting at \$38,000. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.

Benefits: A comprehensive package of benefits is offered including two medical plan options, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays.

To Apply: Visit <http://www.ocsw.org/employment.php> and follow the instructions for prospective full-time teachers.

Download and fill out all required forms and e-mail a current resume and a letter of interest to:

Carissa Talley, Principal
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