



3rd Grade Teacher

Posting Date:

May 4, 2017

Deadline:

Position closes when filled

District/Organization:

Sacred Heart Academy – Mt. Pleasant, Michigan

Position Details:

Sacred Heart Academy Elementary

Classroom Teacher Job Description

Job Summary:

The Teacher understands that this is a ministerial position at a religious institution and that there is within the Catholic Church a body of officially taught and commonly accepted beliefs, the communication of which is a fundamental purpose and mission of a Catholic School and that its students and staff have a right to expect such communication implicitly and explicitly from its teachers, regardless of the subject areas, grades, or courses being taught.

In both personal and professional life, the Teacher/Minister will exemplify the moral teachings of the Catholic Church and will not advocate, model, counsel or encourage beliefs or behaviors that are contrary to the teachings of the Catholic Church.

The teacher is accountable to the principal to provide education to the grades and/or subjects assigned to implement the Sacred Heart Academy philosophy, to follow the policies of Sacred Heart Academy and the Diocese of Saginaw, and to adhere to the directive set by the Sacred Heart Academy Administration.

Duties and Responsibilities:

- Cultivates a classroom atmosphere conducive to learning
- Maintains classroom management
- Organizes and prepares resources for students
- Incorporates technology to effectively create a 21st century learning environment within the classroom
- Teaches assigned subjects

- Leads daily prayer and participates in school liturgies
- Assists students as needed and directed
- Supervises areas as assigned
- Escorts students to specialty classes and other areas as assigned
- Communicates professionally and in a timely manner with parents
- Plans all-school liturgies as requested
- Plans instruction carefully and implements effectively as directed
- Evaluates and grades students' work
- Cooperates with the principal and staff in the planning and development of curriculum
- Demonstrates collegiality and sense of team
- Reads email daily and responds when appropriate within 24 hours
- Performs duties as requested by the administration

Record Keeping Duties:

- Maintains grades and prepares grade reports
- Records daily attendance of students
- Completes all required forms and reports in a timely manner

Meetings and Organizations:

- Attends faculty and in-service meetings, and other meetings as required

Job Specification:

- Actively engages in professional development
- Participates in and meets requirements for VIRTUS and maintains the appropriate level of certification

Job Qualifications:

- Current teaching certificate issued by the State of Michigan
- Bachelor's Degree in Education
- Adheres to Code of Ethical Conduct
- Completion of background check and fingerprinting
- Previous teaching experienced preferred

Interested applicants should send a cover letter, resume, references, transcripts, and a copy of a valid Michigan teaching certificate to: Mary Kay Yonker, Principal, Sacred Heart Academy, 316 E. Michigan, Mt. Pleasant, MI 48858.