



## K – 6<sup>TH</sup> GRADE TEACHER JOB DESCRIPTION

**Reports To:** Principal

### Position Summary

The K–6 Classroom Teacher is responsible for providing a faith-filled, safe, and engaging learning environment that supports the spiritual, academic, social, emotional, and physical development of students. The teacher plans and delivers high-quality instruction, fosters a positive classroom community, and collaborates with families, colleagues, and administration to support student success while advancing the mission of St. James Catholic School.

### Salary and Benefits

Salary is commensurate with education and years of experience.

- School Year: end of July through the end of May
- Paid school holidays
- Ten (10) days of paid sick/personal leave
- Health insurance benefits
- Retirement benefits

### Work Schedule

Monday through Friday, 7:30 a.m. – 3:30 p.m.

The teacher is provided with approximately 30-45 minutes of daily planning time during students' special area classes.

### Qualifications

The ideal candidate will:

- Hold a bachelor's degree from an accredited college or university.
- Possess a valid teaching certificate/license appropriate for the assigned grade level.
- Be an active member of the Catholic Church or other faith domination with pastoral approval.
- Demonstrate strong oral and written communication skills.
- Build positive, professional relationships with students, parents, colleagues, and administration.
- Have experience developing and implementing standards-based curriculum and instruction.
- Demonstrate the ability to create and maintain a safe, engaging, and academically rigorous learning environment.

- Utilize effective classroom management practices and age-appropriate instructional strategies.
- Be physically able to perform duties that may include sitting, standing, walking, stooping, bending, lifting, pushing, and moving throughout the classroom and school campus.

## **Responsibilities**

The classroom teacher will:

### ***Catholic Identity and Professional Expectations***

- Support and uphold the philosophy of Catholic education and the mission of St. James Catholic School.
- Serve as a witness to Gospel values by modeling the teachings of the Catholic Church in words and actions.
- Adhere to all policies, procedures, and the Code of Conduct established by the school and Diocese.
- Maintain confidentiality regarding students, families, faculty, and school matters.
- Demonstrate professionalism in conduct, appearance, communication, and work habits.
- Participate in faculty meetings, diocesan retreats, professional development activities, committees, and other required school functions.
- Engage in ongoing professional growth by remaining current in educational research, instructional practices, curriculum development, and educational technology.

### ***Instruction and Curriculum***

- Provide effective instruction in English Language Arts, Mathematics, Religion, Science, and Social Studies that is aligned with diocesan and school curriculum standards.
- Develop and implement lesson plans that support the academic, spiritual, social, and emotional growth of students.
- Establish clear learning objectives and communicate expectations effectively.
- Utilize a variety of instructional strategies and research-based teaching practices to promote student engagement and achievement.
- Incorporate reading, writing, speaking, and critical-thinking skills across all content areas.
- Differentiate instruction to meet the diverse learning needs of students.
- Utilize center-based learning, multi-sensory instruction, and other developmentally appropriate teaching methods.
- Integrate technology into daily instruction, including the use of Chromebooks, interactive displays, projectors, and other educational tools.
- Select and prepare instructional materials, assignments, assessments, and learning activities that support curriculum goals.

### ***Assessment and Student Growth***

- Use a variety of formative and summative assessments to monitor student progress and inform instruction.
- Provide timely and meaningful feedback to students and families.
- Maintain accurate and current academic records in accordance with school, diocesan, and legal requirements.
- Collaborate with colleagues and administration to support student achievement and address individual learning needs.

### ***Classroom Environment and Student Management***

- Establish and maintain a positive, respectful, and productive classroom environment conducive to learning.
- Implement consistent and effective classroom management practices that promote student responsibility and self-discipline.
- Foster a classroom culture that encourages curiosity, a love of reading, lifelong learning, and respect for others.
- Take all reasonable precautions to ensure the safety and well-being of students, staff, equipment, materials, and facilities.
- Provide appropriate supervision of students throughout the school day, including during classroom instruction, transitions, recess, lunch, dismissal, field trips, and other school activities as assigned.

### ***Communication and Collaboration***

- Maintain open, professional, and timely communication with parents, colleagues, and administrators.
- Collaborate with families and school personnel to support student academic, behavioral, social, and emotional development.
- Respond promptly to parent inquiries and participate in conferences as needed.
- Work cooperatively with faculty and staff to advance the mission and goals of the school.

### **Additional Duties**

Perform other duties and responsibilities as assigned by the Principal.