

<b>Job Title</b>	Primary Teacher (Grades KDG - 2)	<b>Date</b>	2/5/2025
<b>Sessions</b>	M-F	<b>Age Group</b>	K-2
<b>Calendar</b>	School Schedule	<b>Reports to:</b>	Principal
<b>Schedule</b>	Aug 1 with training this summer	<b>Wage Range</b>	Competitive with USD 305
<b>Contract Days</b>	185	<b>Summer Schedule</b>	As Needed

### **Job Summary**

*Under the direction of the school principal, the Teacher is responsible for supporting the School and the Diocese of Salina in their mission to evangelize, catechize, and educate youth in a Catholic School environment. In cooperation with the parents, the Catholic school teacher exercises responsibility for forming the whole person spiritually, academically, emotionally, socially, and physically. In this position the teacher is far more than an instructor; he or she gives witness every day to the distinctive character of the Catholic school, not only teaching according to gospel principles and moral values, but modeling the Church's values and beliefs through word and action.*

### **ROLE AND RESPONSIBILITIES**

#### **Teacher**

- Shall recognize and support the unique Catholic Mission of the School by speaking, acting, and instructing consistent with the teachings of the Roman Catholic Church. The teacher may not espouse any doctrine inconsistent with the teachings of the Roman Catholic Church;
- Shall abide by Catholic principles in the teacher's professional and private life, and shall govern his/her professional and private life in strict accordance with Catholic morals and principles to demonstrate complete adherence to Catholic moral strictures;
- Shall give evidence of living Gospel values by being an active member of a faith community and being open to the importance of a personal faith journey; shall strive to model the teaching of Jesus by attitude and example in the teacher's professional and private life;
- Help build the school's faith community by a demonstrated willingness to participate in, and help plan, school religious and service activities;
- Demonstrate effective planning skills by preparing lessons designed to implement and achieve academic goals and objectives as adopted by the School, along with a Catholic religious curriculum as articulated by the School;
- Demonstrate competence in teaching by demonstrating current, thorough knowledge of the academic and religious curriculum as specified, 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, clearly, 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 manage 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. Specific attention will be given toward prompt attendance at scheduled faculty trainings and meetings.
- At all times demonstrate professional responsibility in enforcing School policies and regulations.
- Maintain confidentiality of information; display sound judgment in dress and general behavior. Specifically, Teacher will follow School dress code standards.
- Perform other duties as assigned.

#### **Basic Qualifications**

- A working knowledge of and a strong commitment to the mission of fostering lay leadership in the Roman Catholic Church. If a baptized Catholic, must be a practicing Catholic in full comunio with the Church. If not a baptized Catholic, must nonetheless abide by Catholic principles int he teacher's professional and private life.
- Excellent communication skills including written and oral, 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 related technology; ability and willingness to maintain confidentiality.
- Flexibility in assessing needs and strategies and adapting appropriately in a ministerial environment.
- Complete a criminal history and background check.
- Professional bearing and clear and neat personal appearance.

**Education/Expeirience Requirements**

- Bachelor's Degree from an accredited institution
- Certified by the State of Kansas as a Teacher

**Mission Support**

- Shall recognize and support the unique Catholic Mission of the Parish by speaking, acting, and instructing consistent with the teachings of the Roman Catholic Church. Shall strive to model the teaching of Jesus by attitude and example in the teacher's professional and private life.
- At all times demonstrate professional responsibility and that student safety is always a high priority; Comply with Office of Safe Environment processes.
- Maintain confidentiality of information; display sound judgment in dress and general behavior. Knows when and to who to elevate issues.

**Physical/Mental Requirements:**

- Coordination and manual dexterity, normal mental and visual capabilities, and the ability to lift as required in a normal office environment. **Required Activities:** Walking; sitting; standing; stooping; reaching; talking; handling; hearing; carrying; and keyboarding.

**Interpersonal Skills**

- Positive and pleasant communications skills, non abrasive and able to handle short notice requests for assistance.
- Must be a self-starter and be a well-organized team player.
- Have reliable transportation.
- Be able to manage multiple tasks simultaneously.
- Able to adapt appropriately in a faith-based learning environment.
- Professional, clean and neat personal appearance.
- Is Respectful. Can treat everyone with respect, can flex easily, shows equity in relationships, can recognize non-verbal cues and adjusts with ease. Can share differing perspectives in a concise manner and work towards results effectively.