

**ST. THERESE CATHOLIC SCHOOL  
POSITION DESCRIPTION**

**POSITION TITLE:** All content areas      **Teacher:** Kindergarten – Second grade  
Third grade – Fifth grade  
Sixth grade – eighth grade  
Kindergarten – sixth grade

**IDENTIFYING INFORMATION:**

<b>Schedule:</b>	Part-time or Full-time
<b>Status:</b>	Exempt
<b>Salary Range:</b>	Part-time \$12,500.00 Full-time \$25,000.00
<b>Reports to:</b>	Principal

**POSITION SUMMARY:**

The primary role of the teacher is to ensure that students meet or exceed the learning standards set by St. Therese Catholic School across all subject areas. Key responsibilities include delivering a high-quality, rigorous, and engaging curriculum; planning, implementing, and reflecting on instructional practices to align with the school's mission and vision; and fostering the development of positive character traits in all students, grounded in the core values of the school.

**ESSENTIAL DUTIES:**

- Plan, prepare, and implement lesson plans for specific subjects and grade levels that utilize a variety of instructional strategies and differentiate teaching based on the diverse and individual needs of the students and modify them as needed throughout the year.
- Assign and grade class work, homework, tests and assignments.
- Implement classroom management techniques to create and ensure a nurturing, safe and structured learning classroom environment. Set the rules for behavior among the students in both inside and outside the classroom setting. Supervise the behavior of children outside of the classroom setting, such as during lunch, on field trips or in recess. Establish classroom rules and hold each student accountable for their behavior by evoking approved disciplinary procedures.
- Responsible for establishing a productive environment of learning for all children in the classroom.
- Responsible for the safety of all children both in the classroom and outside the classroom. (I.e. on the playground, arrival and departure from school, field trips, church, etc.)
- Be able to respond to an emergency situation in a timely manner and assist a student when injured, in trouble or experiencing a health emergency. Report all incidents to administration immediately and complete school accident document report.
- Manage classrooms and implement school procedures; work with school leaders and administrators to initiate policies.
- Plan lessons and assign homework; grade student's work and evaluate their ability to communicate with others and work in groups.

- Administer and grade tests while staying current with Archdiocese of Cincinnati curriculum for subjects from Kindergarten through eighth grade.
- Prepare students for IOWA assessment and provide diagnostic feedback.
- Meet one –on –one with students to improve performance and address behavioral issues; hold conferences with parents and guardians as needed.
- Create a positive educational climate for students to learn in; meet course and school-wide student performance goals.
- Develop incentives to keep participants involved in participation in class.
- Grade school papers, take attendance and perform other administrative duties as needed. Prepare required reports on students and activities.
- Integrate competencies, goals, and objectives into lesson plans. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to the students.
- Evaluate and maintain accurate and complete records of students' progress and development.
- Meet with colleagues to coordinate grade-level and classroom curriculum goals.
- Must have strong classroom management skills, a foundation in dealing with behavioral issues, and a knack for helping students develop problem-solving and critical thinking abilities. Manage student behavior through clear expectations and firm and consistent responses to student actions.
- Establishes procedures for running the classroom and handling routine student needs (i.e., bathroom visits, pencil sharpening, throwing away the trash, transitions, etc.)
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Use computers, audiovisual aids other relevant technology (STEM) and materials to supplement presentations and support instruction.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music and storytelling.
- Instruct and monitor students in the use and care of equipment and materials in order to prevent injuries and damage.
- Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from these experiences.
- Organize and label material and display students' work in classroom and on hallway walls.
- Attend staff meetings, community meetings and serve on committees as required.
- Administer standardized ability and achievement test and interpret results to determine student strengths and areas of need.
- Supervise, evaluate and plan assignments for teacher assistants and volunteers.

- Involve parent volunteers and older students in children's activities, in order to facilitate involvement.
- Assist in school libraries, computer lab, hall and cafeteria monitoring, playground supervision and car loading and unloading.
- Meet with other professionals to discuss individual student's needs and progress.
- Prepare and implement remedial programs for students requiring extra help.
- Select, store, order, issue and inventory classroom equipment, materials and supplies.
- Provide disabled students with assistive devices, supportive technology and assistance accessing facilities
- Sponsor extracurricular activities such as clubs, student organizations, and academic contests.
- Build positive and trusting relationships with students, families and colleagues.
- Supports all St. Therese Catholic School policies.
- Designs instructional programs and activities that further the Catholic Philosophy and goals of the school.
- Respect and discreetly use professional information. Keeps matters regarding students confidential.
- Keeps abreast of current educational issues, trends and concerns through professional organizations, classes and seminars and or workshops and subscriptions to professional magazines.
- Develop and implement 504's for students.
- Perform other related duties as assigned.

## **QUALIFICATIONS:**

### **Education:**

- Bachelor's degree in education or relevant field/discipline (Kindergarten to 8th grade) or
- Current valid Colorado State License in specific area of assignment (Kindergarten to 8th grade) is required.
- Alternatively, candidates must possess the qualifications to obtain the relevant Colorado State License or Bachelor's degree within 12 months of employment.

### **Knowledge Skills and Abilities demonstrating application of the following:**

- Ability to independently drive personal and professional development, set goals, and take initiative in creating a positive and engaging learning environment for students.
- Demonstrates the ability to maintain enthusiasm and an engaging classroom atmosphere, ensuring sustained student participation and fostering a lively and dynamic educational experience.
- Strong verbal and written communication skills to effectively convey complex concepts to students, collaborate with colleagues, and engage with parents and the school community.

- Meticulous attention to detail in lesson planning, student assessments, and classroom management, ensuring accurate tracking of student progress and maintaining a high standard of work.
- Consistently upholds high standards of teaching and classroom management, delivering exceptional educational experiences that meet or exceed school expectations and support student growth.
- Demonstrates the ability to identify and address challenges in the classroom, applying creative solutions to improve student learning outcomes and resolve conflicts.
- Ability to make well-considered decisions in the classroom, such as adapting lesson plans to meet students' needs, managing classroom behavior, and responding to unexpected situations effectively.
- Strong organizational and planning skills to develop, implement, and adjust lesson plans, manage classroom resources, and maintain effective records of student progress.
- Ability to assess situations in the classroom, analyze student needs, and use reflective practices to adapt teaching strategies and improve learning outcomes for diverse learners.
- Ability to remain calm and focused under pressure, managing classroom dynamics, deadlines, and challenges with professionalism and composure.
- Demonstrates flexibility in adapting to new teaching methods, curriculum changes, and evolving student needs, ensuring a responsive and effective learning environment.
- Proactively seeks out new teaching strategies, resources, and professional development opportunities, contributing to the continuous improvement of the educational experience for students.

#### **Supervisory Responsibility:**

- No supervisory responsibilities for this position.

#### **Work Environment and Required Activities:**

- Exploring **part time and full-time** positions.
- Days and hours of work are Monday – Friday: Full-time 7:45 a.m. – 3:30 p.m.
- Part-time 7:45 a.m. – 11:30 a.m. or 11:30 a.m. – 3:30 p.m.
- This position requires coordination, manual dexterity, and the ability to engage in various classroom activities. The teacher must have normal mental and visual acuity, with the ability to interact effectively with students and staff. The role requires the ability to stand or sit for extended periods, as well as engage in activities such as walking, bending, stooping, and reaching.

Employment in and by St. Therese Catholic School is substantially different from secular employment. Employees must conduct themselves in a manner consistent with and supportive of the mission of the Catholic Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided.

**Thank you for your interest in career opportunities with  
St. Therese Catholic School!**

Applications are open for submission.

To apply for this position, please complete an application and send to:

Gerard M. Flores, Principal [gerard.flores@stcspueblo.org](mailto:gerard.flores@stcspueblo.org)

Laurel Sobiesk, [frontdesk@sttheresepueblo.org](mailto:frontdesk@sttheresepueblo.org)