

JOB DESCRIPTION – PRIMARY TEACHER

Conducts, under the supervision of the school principal, a program of education for students in the primary level in accordance with the stated philosophy and objectives of the diocese and Catholic schools in general and this school in particular. The primary teacher plans, lectures, and demonstrates; makes use of audio-visual aids; encourages the use of self-help activities by the students; counsels pupils as needed; discusses academic and social progress with parents; keeps required records; participates in professional activities of the school, in-service programs, and educational research; performs extracurricular duties related to this teaching position and other duties as may be assigned.

I. RESPONSIBILITIES

- A. Performs assigned duties which conform to the school's philosophy, objectives, and school policy.
- B. Exhibits loyalty in all working relationships with parents, the pastor, and other contacts.
- C. Respects the confidentiality of personal and restricted information regarding students, faculty, and school.
- D. Knows and understands fire and safety regulations and encourages the students in safe practices and good health.
- E. Makes an effort to detect conditions that hinder the growth and development of the child.
- F. Assumes responsibility for materials used in the classroom, as well as the proper appearance and cleanliness of the classroom.
- G. Supervises (at all times) students assigned to him/her by the principal.

II. QUALIFICATIONS

A. Personal:

- Understands, enjoys, and is sensitive to the needs of this age group.
- Is firm, kind and patient; is self-disciplined with a high standard of personal conduct; exhibits good judgment.
- Exemplifies good grooming, personal hygiene, and good speech habits.

B. Professional:

- Possesses a bachelor's degree and State licensure.
- Possesses a competence in his or her field and maintains this through further education and in-service training.

III. RELATIONSHIPS

- A. Is directly responsible to the principal in all school-related activities.
- B. Works cooperatively with other faculty members, school staff, pastor, parents, and with the representatives of the diocesan Office for Catholic Schools.

C. Instructs, guides, and motivates his/her students.

IV. WORKING CONDITIONS

A. Spends additional time, other than teaching time, planning work, preparing materials, having conferences with parents, meeting with school supervisors, and other professional activities.

B. Has access to varied instructional materials and equipment.

C. Teaches school approximately nine months with holidays and vacations scheduled.

D. Is paid and insured according to diocesan policies.

V. DUTIES

A. Arrives daily in the classroom to have ample time for preparation of the day's work.

B. Prepares teaching outlines, demonstrates, and uses available teaching aids in presenting subject matter.

C. Prepares, administers, and conducts tests and records results.

D. Explains subject matter, makes assignments, corrects papers, and hears oral presentations.

E. Maintains an attractive classroom that evidences a progressive program in academic, social, and manipulative skills, as well as in religious education.

Job Types: Full-time, Contract

Salary: From \$31,954.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Grade levels:

- Kindergarten

Schedule:

- 8 hour shift

School subjects:

- English

- Math
- Reading
- Science
- Social Studies

School type:

- Private school
- Religious school

Education:

- Bachelor's (Preferred)

Work Location: In person

Please visit our website at <https://stpaulvikings.org/employment-opportunities> to download a certified staff application.

Applications are to be sent to Principal Haidee Todora, 1416 Main Street, Highland, IL 62249, or by email at htodora@stpaulhighland.org

Thank you!