

First Grade Teacher:

The person selected for this position will be responsible for the general supervision and instruction of the first-grade classroom under the supervision of the school principal, to create 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.

This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and co-workers, and be willing to fulfill responsibilities in accordance with the school's educational philosophy.

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. This person must also be able to teach our children about the Catholic faith, along with teaching the core subjects: Math, Science, Social Studies, English, etc.

This is a full-time position, Monday-Friday from 7:45am-3:15pm. Applicants must have a valid teaching license in the state of Illinois or proof of working towards a valid Illinois license.

**RESPONSIBILITIES shall include, but not be limited to the following:**

- Implementing the daily curriculum of core subjects.
- Planning and preparing the learning environment, setting up the learning space, and preparing needed materials and supplies.
- Maintaining a professional attitude and loyalty to the school.
- Works cooperatively with other faculty members, school staff, pastor, parents, and with the representatives of the diocesan Office for Catholic Schools.
- Treating all children with dignity and respect.
- Attending recommended training programs and conferences.
- Participating in professional workshops that work for the improvement of early childhood education.
- Maintaining confidentiality about children, their families, and other employees outside the school.
- Some playground supervision may be required.

Application deadline will be Friday June 2nd, 2023.

Interested in applying for this position?

- Send resume, cover letter, and any references to Bryan Kenney at [bkenney@hfcschool.org](mailto:bkenney@hfcschool.org)

Application deadline will be Friday, June 2nd, 2023