

Full Job Description

Job Summary:

The Atonement Catholic Academy is currently seeking a Full-Time Fifth Grade teacher for the 2022-2023 school year. By practicing the classical liberal arts in the English Christian tradition, The Atonement Catholic Academy integrates the fullness of the Faith with the highest possibilities of human intellect, creativity, and character in order to form men and women fully alive to God.

The Teacher fulfills the mission of the Catholic school by guiding, inspiring and educating students in a loving, Christ-centered environment. The Teacher is immediately be responsible to the Principal for the carrying out of policies of the school and the Personal Ordinariate of the Chair of St. Peter as they relate to the function of the school, the classroom, and the immediate contact with students and parents.

ESSENTIAL JOB FUNCTIONS:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the policies and procedures of the school and The Personal Ordinariate of the Chair of Saint Peter
- Maintains confidentiality regarding school matters
- Directs and evaluates the learning experience of the student in both curricular and extracurricular activities
- Provides guidance to student that promotes his or her welfare and Catholic educational development; refers students with problems to those qualified to help
- Carries out carefully constructed lesson plans and maintains documentation of instructional planning
- Carries out the disciplinary policies of the school
- Attends and participates in faculty, school and parent meetings
- Attends and participates in the scheduled number of In-Service days as required
- Communicates effectively with students, parents, and other professionals
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff
- Keeps records of attendance, checks home assignments, grades papers and completes report cards
- Supervises extracurricular activities as assigned
- Supervises arrival and dismissal of students and assists in the supervision of students as needed

IMPORTANT JOB FUNCTIONS:

- Cooperates with and participates in the planning and evaluating of school programs
- Cooperates with and assists the principal in improving the curriculum and instructional program
- Maintains good relationships and works cooperatively with many people, such as principals, pastors, clergy, ordinariate officials, department heads, supervisors, fellow teachers, teacher aides, students, parents, secretaries, and custodians, in planning activities and policies relating to the school
- Maintains liaison with parents including, but not limited to, holding informal meetings with parents at school or conducting formal parent conferences
- Keeps abreast of advances in education, particularly by reading recent publications in his or her subject matter or field

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of curriculum, instructional methods/strategies, and curriculum differentiation
- Knowledge of child development, learning and behavior
- Able to manage student behavior
- Able to communicate effectively in both written and verbal form
- Able to work well with others in a school community
- Skill in handling multiple tasks simultaneously
- Skill in job appropriate technology
- Skill in critical thinking and planning

WORKING CONDITIONS:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum of a full school day
- Required to work in standard classroom and school conditions

MENTAL/PHYSICAL DEMANDS:

- Required to lift or carry supplies, textbooks, furniture, and equipment
- Required to maintain composure and avoid inappropriate displays of anger
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

QUALIFICATIONS:

- A Bachelor's degree
- 12 credit hours in education courses or a valid, appropriate state certificate, as outlined in the Texas Catholic Conference Education Department standards
- Technology proficiency in the areas of word processing, spreadsheets, databases, and internet use for educational purposes and multimedia presentations