

March 2022

*To prospective St. Paul Catholic School teachers:*

“I can do all things through Christ who gives me strength,” writes Saint Paul in his famous letter to the Philippians. Saint Paul’s spirit is alive today in Whitehaven, which has been a home for St. Paul Church and School for over 70 years! We have held strong, with the strength that comes from Christ, as we have faced the difficulties and challenges of the pandemic. I am so proud of the St. Paul Panther Spirit which animates our school faculty, families, and alumni, and continues to move us forward with dogged determination and dedication! I want to invite you to be a part of the vibrant teaching mission of Catholic Education found in the halls of St. Paul.

St. Paul Catholic School is a light in the Whitehaven community, serving PreK3-8th grade students from our parish and the broader Whitehaven and Southaven communities. The successes of the last several years have been instrumental in advancing our mission of Catholic Education in Whitehaven:

* 2020 marked our first 8th grade graduation in 30 years!
* Steady enrollment growth,
* Implementation and steady integration of a STEM program,
* Development of an engaged Parent Advisory Committee,
* Development of an engaged Alumni Advisory Board,
* Increased teacher collaboration and internal team structures,
* Inclusion of a full-time Development Director on our staff,
* Steady integration of one-to-one devices for the student body,
* Integration of Google for Education technology in the classrooms,
* This year, the successful implementation of a safe in-person education model for our families!

We are looking for mission-driven, faith-filled, creative, flexible, and dedicated teachers to join our Panther family as we partner with parents to form the lives of our students in the St. Paul Whitehaven and Southaven Communities.

In Christ,

**Sister Mary Lawrence Wright, O.P.**

Principal

**Saint Paul Catholic School**

**Ministry of St. Paul Catholic Church**

**Catholic Diocese of Memphis**

**Memphis, Tennessee**

**Classroom Teacher Job Description**

**Reports to:** Principal

**Position description:**

The teacher fulfills the mission of the Catholic Church by planning, guiding, and evaluating the learning process of the students in the Catholic school for whom the teacher is responsible within the framework of the school's philosophy, organization, and curriculum. The teacher provides the appropriate learning atmosphere and activities designed to maximize student competencies and skills for intellectual, emotional, physical, social, and spiritual growth toward a successful future. The teacher has decision making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the principal.

**Primary Responsibilities:**

* Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
* Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs and encourage and monitor the progress of individual students
* Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom where students are actively engaged in the learning process.
* Observes and evaluates student's performance and development in academic and social growth, keeps appropriate records, and provides feedback on work.
* Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
* Collaborates with peers to enhance the work environment and support instructional planning
* Models professional and ethical standards when dealing with students, parents, peers, and community.
* Models spiritual maturity in leading students towards Christ and then spiritual growth.
* Ensures that student growth and achievement is continuous and appropriate for age group, and/or subject area.
* Establishes and maintains cooperative working relationships with students, parents, and schools, as measured by St. Paul Catholic School and Diocesan survey results.
* Assumes responsibility for meeting his/her course and school-wide student performance goals.
* Demonstrates gains in student performance that are in keeping with school goals
* Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
* Performs other duties and responsibilities as assigned by their supervisor.
* All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.
* Administers group standardized tests in accordance with diocesan testing program.
* Supports and upholds the philosophy of Catholic education and the mission of the school
* Acts as a witness to the Gospel values by modeling the teachings of the Catholic Church
* Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
* Maintains confidentiality regarding school matters
* Plans for instruction with specific student objectives and logically sequenced instruction based on adopted curriculum
* Uses appropriate material and resources for students to engage in learning
* Uses effective instructional methods according to professional standard practice
* Uses a variety of formative and summative assessments for understanding at an appropriate level
* Practices positive, consistent discipline in the management of the classroom; contacts parents when necessary for either academic or behavioral concerns
* Meets staff development guidelines as set forth by the Diocese/local administration
* Works and conducts assigned tasks in an effective and efficient manner
* Maintains professionalism in dress and hygiene
* Conferences with parents upon request and responds to messages in a timely manner
* Demonstrates a willingness to respond to individual learning needs
* Attends school-wide functions and special events as required
* Keeps the Principal informed of areas of need and concern

**Education, Certifications, and Work Related Experience:**

* Bachelor’s Degree or higher
* Teaching Licensure for the State of Tennessee
* Teaching experience valued
* A willingness to share their Christian testimony and instruct others in the faith

**Knowledge-base Requirements:**

* Certified in relevant subject area
* Knowledge of students in a distance-learning environment

**Technical Competencies and Skills:**

* Possesses strong oral and written communication skills
* Works independently with little direct supervision
* Works as part of a team
* Accepts responsibility and is self-motivated
* Demonstrates strong work ethic to achieve academy goals
* Displays effective multi-tasking and time management skills
* Proficient with basic Microsoft Office Word, Internet, and email skills

**Working Conditions:**

* Physical Ability:
* St. Paul Catholic School is an Equal Opportunity Employer. ADA requires St. Paul Catholic School to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Knowledge, abilities, and skills:**

* Knowledge of the basic teachings of the Catholic Church
* Knowledge of subjects taught, instructional methods/strategies, and curriculum differentiation
* Knowledge of child development, learning, and behavior
* Able to manage student behavior in classroom setting
* Able to communicate effectively both orally and verbally
* Able to work well with others in the school community
* Skill in handling multiple tasks simultaneously
* Skill in pacing and differentiating instruction
* Skill in motivating and engaging students in the learning process
* Skill in organizing and relating information in an understandable format
* 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 teach a minimum of 6 hours/day
* Required to work in standard classroom and school conditions

**Mental/Physical Demands:**

* Required to lift or carry classroom supplies, textbook, furniture, and equipment
* Required to maintain composure and avoid 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 with noise, activity, and inclement weather