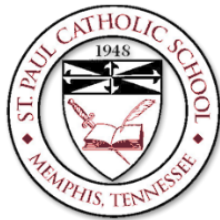


St. Paul Catholic School fosters the development of the whole child in an academically challenging environment based on Catholic doctrine and virtues, and empowers children to make a positive difference in the school, community and world.



Spring 2025

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 grown our outstanding academic program. 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 Advancement Director on our staff,
- Steady integration of one-to-one devices for the student body,
- Integration of Google for Education technology in the classrooms,

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**

St. Paul Catholic School
Preschool Teacher Job Description

Salary Range: \$43,000 - \$59,000

Job Summary

Position instructs preschool students in the classroom by creating lesson plans, administering praise and constructive criticism, and instructing students on subjects such as science, literature, math, and religion. The teacher creates a well-rounded, comprehensive instructional program utilizing the Tennessee State Standards for Early Childhood. The teacher may instruct and supervise students in social and developmental activities and generally provide one-on-one attention when needed. The teacher will organize the classroom and plan intellectual activities for children. This position comes under the direct supervision of the church pastor, school principal, and his or her designees.

Essential Duties

1. Demonstrate knowledge, skills and ability in early childhood education for 3-year-old to 5-year-old students.
2. Create a classroom environment in line with the teachings of the Catholic church including supporting the Catholic church's teachings.
3. Follow the philosophy of the program and implements program specifications as directed by the School Principal.
4. Supervise preschool students to meet program objectives concerning education standards, quality, safety, and cleanliness.
5. Issue, receive, maintain, and inventory preschool equipment.
6. Develop lesson plans and supplementary materials compatible with the school's instructional philosophy and congruent with course standards; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
7. Evaluate academic and social growth of students, prepares progress reports, keeps appropriate records to include attendance reports, checklists, accident reports, sign-in reports, and other recordkeeping activities as necessary.
8. Encourage students to think independently and to express original ideas.
9. Establish and maintain standards of student behavior needed to provide an orderly, productive classroom environment through positive child guidance and intervention support.
10. Positively and successfully perform tasks within work team dynamics.
11. Attend trainings in order to meet state certification requirements, credentialing requirements, and instructor and/or school needs.
12. Identify student needs and cooperate with other professional staff members in assessing and helping students solve learning, health, and behavioral problems.
13. Communicate with parents, school counselor, and administrators on student progress, accidents, or issues.
14. Supervise students in assigned out-of-classroom activities during the working day.
15. Administer testing in accordance with school policies.

Other Duties

1. Maintain professional competence by attending faculty meetings, staff development programs, curriculum development meetings, and other professional activities.
2. Participate in various student and parent activities which occur in school including Home and School meetings, student clubs, and after-school activities.
3. Create an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Work positively and cooperatively within the Early Childhood Team to complete multi-discipline and multi-grade activities.
5. Perform any other related duties as assigned by the principal or other appropriate administrator.
6. Report any circumstances of child abuse or neglect directly to the Tennessee Department of Human Services as instructed during staff training.

7. Model nondiscriminatory practices in all activities.

Minimum Qualifications:

Must possess a Certificate, Associate's, Bachelor's, or Master's degree in education or a related field. Applicants who are eligible to or currently possess Tennessee Teacher Licensure are most competitive. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

Knowledge, Skills, and Abilities:

- Knowledge of the basic teachings of the Catholic Church.
- 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 manage moderate levels of stress.
- Required to work a minimum of a full school day.
- Required to work in standard school conditions.

Mental/Physical Demands:

- Required to lift or carry children, supplies, textbooks, furniture, and equipment at a minimum of 35 pounds.
- Required to maintain composure and avoid inappropriate displays of emotion.
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak daily.
- 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.

All employees must adhere to the Diocese of Memphis code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees. Tasks or assignments may be added or removed from the job description by the pastor or an administrator at any time, without prior notice.

Please contact for more information:

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