

## Full-time First Grade Classroom Teacher Job Description

At Saint Mary-Sacred Heart School, as a community of educators and families, we serve to live out our school mission to provide our students with a quality Catholic education. We strive to create a Christian Community that allows each student to develop his/her personal potential. We encourage an emphasis on social responsibility and respect for others as we prepare our students to meet the challenges of today's diverse world.



Our classroom positions are responsible for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

### Responsibilities:

- Report to work by 8:30am, Mon-Fri, and stay until at least 3:45 pm; exception for school wide events
- Create and/or implement curriculum
- Plan and execute lessons
- Classroom management (no more than 25 students in the classroom)
- Communicate lesson plans weekly to the administration
- Advise parents of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Manage student behavior for the purpose of providing a safe, Christian and optimal learning environment.
- Create a classroom environment that fosters growth and learning
- Maintain records of student work and development generate progress reports and report cards
- Collaborate with resource director/specials teachers
- When necessary attend and contribute to PPT and 504 meetings
- Differentiate instruction based on PPT or student level
- Monitor students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Handle social/emotional issues as they arise in partnership with our School Adjustment Counselor
- Complete recommendations for future school assignments
- Keep accurate attendance records
- Attend staff meetings and other faculty and staff planning meetings
- Report incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law

\*\*and other reasonable requests from the administration.

Applicants need to agree to and be prepared for full in-person learning for the 2021-2022 school year.

Candidates should submit a letter of interest and resume to [clouenco@smsh.dfrcs.org](mailto:clouenco@smsh.dfrcs.org)

If contacted for an interview, candidates will also be asked to submit 4 letters of reference, and -- if offered a position -- candidates will need to supply a Pastor's or Priest's certification of an active and appropriate faith life.