



Loving to learn and learning to grow at... St. Mary's Catholic School

330 Pratt St. Mansfield, Massachusetts 02048-1581

Tel: 508-339-4800 Email: info@stmarymansschool.org

Fax: 508-337-2063 Web: www.stmarymansschool.org

Proudly accredited by the New England Association of Schools and Colleges

St. Mary's Catholic School Grade 3 Teacher Position

St. Mary's Catholic School, located in Mansfield, MA is seeking a Grade 3 Classroom Teacher. The teacher would be responsible for all lessons in all subject areas to students in Grade 3.

Candidates must have a Bachelor's Degree (Masters Degree preferred) and teacher certification/licensure is preferred. Candidates having academic preparation in or experience teaching Grade 3 is preferred. Familiarity with technology and interest in academic technology integration in the curriculum is essential. Candidates should be committed to academic excellence and team collaboration, and must also be able to support the mission of a Catholic school.

Job Title: Grade 3 Classroom Teacher

Job Summary: To plan, organize and implement an appropriate instructional program in an elementary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the Principal.

Essential functions of the job may include but are not limited to the following:

- Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning.
- Develop lesson plans and assessments that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback by encouraging and monitoring the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare the learning environment for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate students' performance and development.
- Assign and grade class work, homework, tests and assignments.



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Other functions of the job include but are not limited to the following:

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sports, and student organizations as directed.
- Other duties as assigned.

Candidates should submit a letter of interest and resume to: Matthew Bourque, Principal, via E-mail mbourque@stmarymansschool.org.