



you belong here

NOTRE DAME PREPARATORY SCHOOL
CAREER OPPORTUNITIES

A MISSION-DRIVEN REPUTATION FOR EXCELLENCE

Guided by our Marist mission to *Work with God to form Christian People, Upright Citizens and Academic Scholars*, Notre Dame Preparatory School has gained an international reputation as Michigan's premier Catholic educational institution for pre-kindergarten through 12th grade students.



WELCOME TO A FULFILLING WORKPLACE

Notre Dame Prep provides our faculty with a compensation package that's competitive with public schools and leads the way among Catholic schools. Yet, when you join our family, you will enjoy benefits that extend well beyond salary.

EXTRAORDINARY TEACHING ENVIRONMENT

In a safe, secure campus, our faculty and staff enjoy their autonomy teaching talented, motivated students in small-size classes—equipped with the latest technology. Moreover, as Christian people, our faculty and staff have the freedom to practice and express their faith in an educational environment.

Notre Dame Prep leads other Catholic schools in the depth and breadth of its curriculum, extra-curriculars, academic programs, class sizes and college placement results.

As an institution that values continuous improvement, Notre Dame also supports professional development and places a high value on workplace diversity.

READY TO BE PART OF THE MISSION?

Please visit ndprep.org/about/careers-at-notre-dame to learn more.

NDP is an equal opportunity/affirmative action employer.

BENEFITS PROGRAM

Our comprehensive employee benefits program is offered through the Michigan Catholic Conference.

HEALTH & WELLNESS PLANS

- Medical—a choice of four medical plans are offered, including three PPOs and one HMO
- Dental—Delta Dental Plan of Michigan provides you and your enrolled dependents access to a large network of participating dentists
- Vision—MCC Blue Vision, VSP Choice Network Vision Plan covers routine eye examinations as well as benefits for corrective lenses and frames
- Life Insurance—an employer-funded Life and Accidental Death & Dismemberment Plan is offered as well as an optional employee-funded Voluntary Life Insurance Plan
- Disability Insurance—A short-term plan supports an employee who is disabled from work for 26 weeks or less. There's also a long-term plan for the employee disabled from work in excess of 180 days. Both plans cover disabilities that are not work related.

RETIREMENT PLANS

- Lay Employees' Retirement Plan—A Defined Benefit Pension and Church Plan is fully funded by the school to provide financial assistance during retirement years
- MCC 403(B) Retirement Savings Plan— Offered through Empower Retirement, this plan is offered to all regular employees regardless of scheduled hours
- For complete details of each plan, visit the MCC website at micatholic.org or contact human resources at mradulski@ndpma.org

PROSPECTIVE FACULTY AND STAFF

Our mission statement says we *Work with God to form Christian People, Upright Citizens, and Academic Scholars*. Here is how we apply that mission when we seek out faculty and staff:

CHRISTIAN PEOPLE

- Live in a way that is consistent with the Catholic faith and our Marist philosophy of education
- Willing to participate in the faith life of the school through liturgy, retreats, prayer and service

UPRIGHT CITIZENSHIP

- Willingness to participate in the education of students beyond the classroom— through coaching, student leadership, the arts, campus ministry and chaperoning student activities

ACADEMIC SCHOLARS

- Share a philosophy consistent with our Catholic, Marist, IB, and college-preparatory approach to teaching young people

CREDENTIALS FOR TEACHERS

- Certification in multiple subjects or certification for teaching religion
- MA in teaching, school leadership or comparable field
- Experience with IB curriculum and approach

ATTRIBUTES OF STAFF

- We are hardworking, energetic, flexible, positive team players—enjoying a good sense of humor, going beyond defined roles, and are committed to excellence!



**Notre Dame
Preparatory School**
A Catholic and Marist Community

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ndprep.org

