



## Teacher Position Description

### INSTITUTIONAL PURPOSE & VISION

*Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:*

- God is present in all creation.*
- Each person is valuable and deserves respect.*
- Education prepares people to build a better world.*
- In community, everyone grows.*

### VALUES & STANDARDS

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

*Cotter Schools challenges you to be the difference*

#### GLOBALLY LEARNING

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

#### FAITHFULLY SERVING

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

#### TOGETHER IN COMMUNITY

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

### GENERAL SUMMARY

Cotter schools is seeking a qualified teacher whose role is to plan, organize and implement an appropriate instructional program that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal.

## RESPONSIBILITIES & DUTIES

1. Be present during the school day.
2. Be on time for all classes, events, and supervisions.
3. Be present at all times in assigned classes, at events, and at supervisions (e.g., homeroom, study halls, and lunch)
4. Attend faculty workshops, staff development meetings, department meetings, faculty meetings, all-school liturgies, graduation, report card distribution, parent-teacher conferences, opening school orientations, school day pep fests and assemblies and other events specified by the Principal or President.
5. Maintain and update weekly class and grade information on FACTS SIS.
6. Teach school-approved curriculum using best educational practices.
7. Develop and plan instructional activities, lesson plans and/or individual educational plans.
8. Develop and plan instructional activities, daily lesson plans, and/or individual learning plans as required by the learning needs of students.
9. Assess student performance and behavior regularly and provide timely documented evidence to students, parents, and administration.
10. Be available to administrators, parents, guardians and/or students outside the instructional day when required or requested to do so under reasonable terms.
11. Maintain accurate and complete records as directed.
12. Maintain accurate and complete unit plans and curriculum guides as directed by the Principal.
13. Assist in upholding and enforcing school rules, administrative regulations, and board policy.
14. Serve as an academic advisor to local and/or boarding students.
15. Pursue professional development opportunities on a yearly basis, and share new learnings with colleagues.
16. This job description is not intended to be all-inclusive, and employee will also perform other reasonable duties as assigned by immediate supervisor and other management.

## QUALIFICATIONS AND SKILLS

- Have the ability to cooperate with staff, parents/guardians, and administration
- Be able to demonstrate effective communication skills, both orally and in writing.
- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Have the ability to develop rapport with students.
- Must hold current MN teaching license or equivalent training and experience.

## BENEFITS

- Job Type: Full-time & Part-time openings, Exempt
- This is a salaried position, with a schedule that coincides with the academic calendar.
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.
- Cotter employee tuition discount:
  - 80% Full-time equivalent or higher
    - 50% off for grades K-12
    - 20% off for early childhood education
  - 50-79% Full-time Equivalent
    - 25% off for grades K-12
    - 10% off for early childhood education

## TO APPLY

Please email an application package containing a cover letter, resume, and three letters of recommendation to: **Evan Howard, Dean of Academics & Mission, at [ehoward@cotterschools.org](mailto:ehoward@cotterschools.org)**. Include the position title in the subject line.