



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **Lower School Teacher**

#### **RESPONSIBILITIES:**

- Act as a role model of professionalism in a Catholic environment
- Support the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensure the health, safety, and welfare of all students
- Hold in strict confidence all matters pertaining to the school
- Adhere to all policies and procedures as outlined in the Parent/Student Handbook and the Employee Handbook
- Attend faculty, departmental, grade-level, and administrative meetings as needed

#### **DEFINITION:**

The Lower School teacher will be responsible for the instructional program, general operations, and management of the assigned classes or programming at any level in grades K-5. Responsibilities include, but are not limited to, the following:

#### **DUTIES:**

- Plan and implement the educational program for any level in grades K-5, in accordance with the goals, policies, procedures, philosophy, and curriculum of the school
- Provide instruction guided by Gospel values and in keeping with Roman Catholic tradition
- Deliver prayer instruction that supports St. Anne School's faith formation program
- Establish and work toward yearly professional goals
- Prepare course outlines that align with state content standards
- Ensure the health and safety of all students in the class
- Ensure that the courses of study and classroom programs meet the students' individual needs and are differentiated for multiple levels of academic ability and students' previous experience
- Ensure a positive environment in which each student is encouraged to reach his/her potential
- Evaluate student achievement using formal and informal assessments
- Monitor each student's progress and inform students and parents of that progress on a regular basis via the school website and other communication methods
- Utilize technology in instruction as appropriate
- Maintain discipline in the classroom and other school areas through positive and clear practices
- Collaborate with the grade-level team and administration to determine student placement
- Maintain and communicate policies, expectations, and procedures to parents and students verbally and through the website [www.st-anne.org](http://www.st-anne.org)
- Provide necessary and effective parent communication, including Parent/Student conferences, teacher web pages, and gradebooks
- Contact administration when social and academic problems arise
- Be responsible for the appearance of the classroom, including a display of students' work, posted classroom guidelines, relevant bulletin boards, and a neat and orderly appearance

- Provide lunch/playground/carpool supervision as assigned
- Actively participate in the accreditation process of the school
- Attend and participate in all regularly scheduled all-faculty, division, department, and grade-level meetings as well as inservice meetings, professional development workshops, and required school functions
- Attend the following activities:
  - All School Masses and assemblies
  - All other activities as designated by the school or outlined in the Employee Agreement (attached)
- Complete record keeping accurately and in a timely manner
- Adhere to a professional dress code as outlined in the employee handbook
- Arrange for a substitute teacher and provide meaningful lesson plans when absent
- Maintain a professional attitude with students, parents, and other staff members

**QUALIFICATIONS:**

- Practicing Catholic preferred
- Bachelor's degree required
- Teaching credential required
- A minimum of two years of teaching experience preferred

**PREFERRED SKILLS:**

- Use of Mac/PC Platforms
- Use of SMARTboard technology

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard classroom setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction

**Hearing:** Hear in the normal audio range with or without correction

**Hours:** Ten months, Salary Exempt employee  
Required to be on campus 7:30 am–3:30 pm Monday through Friday

**Reports to:** Assistant Principal of Curriculum and Instruction

This is a full-time exempt position. Full medical benefits and pension plan included. Salary range starting at \$52,000 to \$79,000 is commensurate with education and years of experience. Please send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at [hr@st-anne.org](mailto:hr@st-anne.org)