



## INSTITUTION OVERVIEW

**HISTORY:** Founded in 1909 by the Sisters of St. Dominic from Newburgh, NY, the teachers, and staff at Immaculata have long served students from many backgrounds and of various faiths from the Durham community and beyond. The Sisters believed that a Catholic education that demands academic excellence should be available to any family who sought such a foundation. More than a century later, Immaculata continues its legacy by educating students with the same focus and mission.

**MISSION:** The mission of the Immaculata Catholic School family is to build a community of learning under the patronage of Mary, the mother of Jesus. Relying on Gospel teachings and values, we view learning as a lifelong endeavor to grow spiritually, intellectually, socially, aesthetically, and physically. We commit to live as disciples of Jesus Christ and to be responsible citizens of the world.

**ROOT BELIEFS:** Immaculata operates on the following root beliefs:

- Every person is a beloved and unique child of God.
- Our diversity strengthens and unites us.
- God is present in all that we do.
- Like a family, ICS is a safe, loving, and supportive place.
- Everyone can learn, and we are learning all the time.

**CORE VALUES:** IMMACULATA WAY OF LIFE (RISE)

Character development, faith formation, and academic excellence are inseparable at Immaculata Catholic School. All members of the Immaculata community are expected to embrace the following governing principles which promote our way of life:

- **Respect** God, self, and others. Recognize that every person has worth and act accordingly. Treat all people and all life with dignity.
- Be a person of **Integrity**. Always tell the truth and be responsible for your thoughts and actions.
- Live a life of **Service**. Ask, "What can I do for others?" Strive to use your gifts to make the world better for everyone.

- Produce **Exemplary** work. Show that you care for God, yourself, and others by consistently doing your best.

## **JOB DESCRIPTION**

### **Position: K-5 Teacher**

Lead teachers in grades K-5 are uniquely situated to make a lasting, positive impact on students. Responsible for the instruction of all core subjects, leading teachers plan, and design lessons daily designed to engage all students of various ability levels and gifts in the classroom. Believing that we are all beloved and unique, lead teachers aim to differentiate instruction daily so that remediation and extension are ongoing for all students. Lead teachers are also collaborative team-builders, working with grade-level teams, parents, resource teachers and administrators to support students by adjusting the classroom experience, creating plans for students, or sharing information more regularly. A strong lead teaching candidate is devoted to teaching as both an art and science, and they work to build relationships with students to form them intellectually, socially, and spiritually.

### **Key Responsibilities / Day-to-Day Job Functions**

- Plan and execute lessons based on the Diocese of Raleigh curriculum for your grade-level (K-5th).
- Organize and plan homeroom activities for students in a single homeroom and in conjunction with your professional learning community (PLC).
- Coordinate and plan both curricular and extra-curricular activities with teacher teams at grade-level and division.
- Communicate clearly to students and parents.
- Create a positive classroom environment that encourages social, emotional, and academic growth.
- Assess student progress and adapt instruction to meet diverse learning needs.
- Collaborate with colleagues to support a cohesive K-5 curriculum and participate in school-wide initiatives.
- Demonstrate flexibility to pivot to other K-5 grades as class sizes and dynamics evolve.

### **Minimum Requirements**

- Minimum level of Education: Bachelor's Degree
  - Minimum amount of Teaching Experience: 0-2 years
  - NC Teaching License (or clear path to licensure)
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**Preferred Qualifications**

- Advanced Degree in Education
- Spanish Speaking Proficiency

**Job Type:** Full-time; 10-month

**Salary:** Salary commensurate with education and experience.

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

**Schedule:** Monday to Friday

**Education:** Bachelor's (Required)

**Experience:** Teaching: 1 year (Preferred)

**Work Location:** In person