

## **St. Mary's Academy Employment Posting for Faculty**

### **Job Position: Part-Time Lower School Art Teacher (50% afternoon position)**

#### **St. Mary's Academy Overview:**

St. Mary's Academy, located in Englewood, Colorado, is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds and fosters character and moral development from Preschool to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to lifelong learning that St. Mary's Academy expects of students are likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation, or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs, as well as employee/personnel concerns. St. Mary's Academy is an equal-opportunity employer.

#### **Job Description:**

St. Mary's is seeking a Lower School art teacher. This is a part-time (11:30 a.m. - 3:30 p.m.), 10-month, exempt position reporting to the Lower School Principal. The position entails teaching daily sections of preschool through fourth-grade students. The art teacher works closely with homeroom teachers to support instruction across the curriculum. This individual supports the organization by planning, organizing, and implementing an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

Through regular conversations with their division principal and colleagues, St. Mary's Academy teachers learn and understand their job responsibilities. It has been a hallmark of teachers throughout the history of St. Mary's Academy that their work goes beyond the classroom and includes not only the academic preparation of the student but also the emotional, social, and spiritual development of students. Additionally, teachers at St. Mary's Academy are enthusiastic and energetic, and they find support for new ideas. This enthusiasm is encouraged and applauded at SMA. Additionally, faculty members at St. Mary's Academy are a supportive group. One does not have to look far to find a helping hand.

#### **Major Duties and Responsibilities:**

- Plan, prepare and deliver instructional activities that facilitate active learning experiences
- Develop schemes of work and lesson plans
- Establish and communicate clear objectives for all learning activities
- Prepare the classroom for class activities

- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support instruction
- Observe and evaluate students' performance and development
- Assign and grade classwork, homework, tests, and assignments
- Provide appropriate and timely feedback on work
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Prepare required reports on students and activities
- Manage student behavior in the classroom by establishing appropriate rules and procedures
- Participate in co-curricular and extracurricular activities such as social events, sporting events, clubs, overnight trips, community service, and other school community activities
- Participate in department and school meetings, parent meetings
- Communicate regularly with students, colleagues, and parents regarding student progress and student needs
- Keep updated with developments in the subject area, teaching resources, and methods, and make relevant changes to instructional plans and activities
- Other tasks as assigned
- Adhere to and support the mission of St. Mary's Academy

All teachers are also responsible for a variety of duties and tasks throughout the day; the principal will make these assignments and share them with the faculty. These tasks and assignments change as the needs of the community are determined.

### **Qualifications/Requirements:**

Education and qualifications should include the following:

- Bachelor's degree in a related area
- Master's degree preferred
- Background in fine arts, art education
- An understanding of and appreciation for the developmental needs of young learners
- Willingness to build and maintain collaborative relationships with colleagues and parents
- Commitment to employing a positive, growth mindset to teaching
- A sense of resonance with the St. Mary's Academy mission.

### **Salary/Benefits:**

Salary is \$25,000.00 to \$34,000.00. This is an exempt, salaried position with benefits.

### **Benefits:**

At St. Mary's Academy, we believe that exceptional educators deserve exceptional support. That's why we offer a comprehensive benefits package designed to support both your well-being and professional growth. Our benefits include medical, dental, and vision coverage, life insurance, an Employee Assistance Program, and a retirement plan with a match after one year of employment to help you secure your future. Additionally, we provide tuition remission for your family and robust opportunities for professional development to help you continue growing in your career. St. Mary's Academy is proud to cover between 64% and 100% of employees' medical premiums and between 33% and 85% of employees' dental premiums, depending on elected enrollment, ensuring that our benefits package is both generous and tailored to meet your needs.

**How to Apply:**

Interested candidates should send a cover letter and resume to Kristina Carothers, Assistant Lower School Principal at [kcarothers@smanet.org](mailto:kcarothers@smanet.org) No phone calls, please.