

DIOCESE OF ALLENTOWN

St. John Vianney Regional School, Allentown

Position Description

Job Title: 6th Grade Teacher (6-8 Middle School Science and Grade 6 Literacy, Religion)

FLSA: Exempt

Job Status: Full-Time

Reporting Functions: Reports to Principal

Job Function: The teacher actively instructs 6th-grade students, creates lesson plans, assigns and grades homework, manages students in the classroom, communicates with families, and helps students grow and understand their faith in the upcoming 2026-2027 school year.

Duties and Responsibilities:

- Provide academic subject instruction by preparing lesson plans, activities, projects, and assignments for the 2026-2027 school year.
- Evaluate student performances in class and on tests and provide feedback. Maintains fair, accurate, and timely grading policies, procedures, and attendance.
- Actively supervises students in hallways before, after, and between classes, in the cafeteria, in bus areas, and at special events, ensuring safety and security. Rotates with staff on student arrival and dismissal.
- Maintains and engages in professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgment, and leadership. Cooperates and collaborates with other staff members in planning instructional goals, objectives, and methods.
- Identify materials needed to implement class activities/projects.
- Communicate with students and parents on a regular basis about schedules, assignments, events, and individual student needs. Meet with parents during parent-teacher conferences throughout the school year. Regularly checks email and updates web pages as required through the technology system provided by the school.
- Motivate students to develop skills, attitudes, and knowledge to provide an effective educational foundation in accordance with their abilities.
- Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lessons with the appropriate instructional materials; provides appropriate, detailed instructions/plans for a substitute teacher in the event of absence.
- Demonstrates knowledge of the prescribed curriculum, current educational research, and technological tools to address student learning styles and achieve meaningful and measurable outcomes in accordance with the designed lesson plan.

- Evaluate each student's progress; keep appropriate records; prepare, administer, score, and record results by evaluating students' progress; prepare progress reports and report cards.
- Maintains appropriate confidentiality regarding school/workplace matters including social media and online platforms. Follow all Allentown Diocese policies as per the teacher's handbook.
- Actively establishes and maintains appropriate student supervision so that students have a safe, orderly, effective, and productive environment. St. John Vianney School's discipline procedures.
- Maintains an orderly classroom stocked with appropriate supplies.
- Attends all required in-service training meetings and workshops. Attends and participates in faculty meetings.
- Actively be involved in the school community. Attend school events, activities, fundraisers, etc.
- Any other duties assigned by the Principal.

Additional Conditions of Employment:

Due to the nature and mission of the Catholic Church, all employees are bound to exhibit respect for the teachings and discipline of the Church regarding matters of faith and morals, including maintaining a lifestyle that is in conformity with the teachings of the Catholic Church.

Educational Requirements:

- Bachelor's degree in Education or equivalent.
- PA teaching certification preferred.

Other Requirements:

- Must communicate effectively with parents, students, and co-workers in a positive and enthusiastic manner.
- Possess an understanding of child development and the skills necessary to relate to the students being taught.
- Possess an understanding of the supervision of employees and the communication skills necessary to relate to adult employees and volunteers in a collegial, as well as effective, and efficient manner.
- Ability to handle classroom situations with fairness and patience.
- Able to maintain a high level of energy. Ability to respond calmly to overwhelming and difficult situations.

- Ability to maintain a high level of confidentiality, a high degree of credibility, integrity, and self-confidence is essential.

PRIOR TO INTERVIEW: Clear records of Pennsylvania State Police Criminal Record Check (PATCH), Pennsylvania Child Abuse History, NSOR, and Federal Bureau of Investigation Criminal Background Fingerprint Check as required under Commonwealth of Pennsylvania's Act 153 of 2014 (No greater than 1 year old.) As well as attendance at the online Protecting God's Children class and Mandated Reporter Training.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Physical Demands: While performing the duties of this job, employees are regularly required to sit, stand, walk, and stoop. Must be able to talk and hear, both in person and by telephone. Use of hands to perform standard classroom duties and use office equipment is required. Reaching and lifting up to 10 pounds is also required. Vocal communication is required for expressing or exchanging ideas by the means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Working Conditions: Normal classroom setting, Full-time, 2026-2027 Contracted position; Monday - Friday, 7:45 a.m. to 3:15 p.m. May be required to assist with special duties and work outside the normal school day to attend school-related events.

Please use this link to access the Diocese of Allentown's Teacher Application:

[AllentownDiocese/Employment](#)

Interested applicants **must** submit a cover letter, resume, clearances, and teacher application via iSolved Hire or to the following:

Principal: Matthew Carlin
Email: mrcarlin@stjohnvianneyschool.org

EOE M/F/D/V