



All Saints  
Catholic

All Saints Catholic Schools  
217 S. Monroe St.  
Bay City, MI 48708  
(989) 892-2533  
ascbaycity.org

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All Saints Catholic nurtures academic and personal excellence in all students while emphasizing  
Catholic values and service to others in Christ's name.

## Job Posting

**Position:** 3<sup>rd</sup> Grade Elementary Teacher

**Status:** 12 Month Employee – Full Time – Salary - Exempt

**Hours:** 7:15 am - 3:30 pm

**Reports to:** The President and Building Principal

### Position Overview

All Saints Catholic Elementary School, a Catholic school community, exists to build up the Body of Christ through the intellectual and spiritual formation of students. We strive to form young people who are vibrant in faith and passionate about life. Teachers are key in the process of helping students to learn how to flourish academically, as disciples of Jesus, psychologically, physically and creatively. They are responsible for creating the unique Catholic school environment, characterized by welcoming and harmonious relationships between, students, teachers, parents and the wider school community. Teachers model for students that the pursuit of wisdom brings through.

### Major Duties and Responsibilities

- Demonstrate effective planning skills by preparing lessons designed to implement stated goals and objectives and by incorporating school and diocesan curriculum objectives in lesson plans or sequences.
- Demonstrate competence in teaching by demonstrating current, thorough knowledge of curriculum and subject matter and be able to communicate effectively with students; be able to organize classroom learning and materials to maximize student time on tasks as well as motivate student learning.
- Incorporate information technology and 21<sup>st</sup> Century Skills into the classroom.
- Provide one-on-one or small group instruction to students who have difficulty grasping a concept.
- Establish a positive disciplinary approach that upholds the dignity of the human person and inspires the pursuit of virtue.
- Develop and use effective methods of evaluation that are directly related to curriculum objectives and to concepts and skills taught; consistently and effectively evaluate student progress.
- Create an engaging classroom that encourages student participation and makes learning fun.
- Maintain a welcoming and positive learning environment.
- Lead or accompany field trips during a normal school day that promote language acquisition.

## **Record Keeping Duties**

- Maintain various required records and data such as grades, daily attendance, discipline issues, etc. according to established policies and procedures, ensuring the accuracy and timely availability of such information.

## **Professional Responsibilities**

- Support of and commitment to the mission and vision of All Saints Catholic.
- Model the importance for lifelong learning through commitment to ongoing professional development and annual faculty or staff evaluation.
- Contribution to discussions and ideas impacting the learning environment at All Saints while maintaining professionalism and respect.
- Establish and model behaviors that promote high expectations for students, staff, and faculty.
- Abide by all diocesan and school policies, procedures and regulations.
- Maintain confidentiality of information, display sound judgment in dress and general behavior.
- Substitute for absent colleagues during administrative hours (prep hour) or when field trips occur if necessary.
- Support school activities such as school assemblies, morning, or afternoon duties that include the supervision of students.
- Attend staff meetings, parents' evenings, celebration events, parent information evenings, and similar important functions out of school hours.
- Notify the School Secretary as early as possible if they are going to be absent from the school and set appropriate work, as indicated in the staff absence policy.
- Perform other duties as assigned

## **Candidate Profile**

All Saints teachers need to have a sincere love for students, a diligent approach to planning and organizing lessons, a proficient level of classroom management, a commitment to joyful collegiality, an ability to communicate effectively with parents, willingness to engage in the religious parts of the school day, and a strong foundation in all facets of the curriculum.

- Professional in demeanor.
- An ability to connect with people and move them to action.
- Exceptionally high level of honesty and integrity;
- Self-starter with lots of initiative and follow through.
- Sustained positive attitude; and
- Highly organized and detail oriented.
- Strong communication and collaboration skills with staff, students, and families.
- Cultural awareness of your native culture and the culture of the language you are teaching.
- Be able to adapt to changing situations with patience and flexibility.

## **Qualifications**

- A bachelor's degree or higher in an appropriate field
- A valid state of Michigan teaching certificate (or a commitment to enroll in a state approved program within six (6) months of hire).

- Ability to work cooperatively with administration, teaching staff, students and parents in the ongoing task of providing the best possible education for all students.
- Willingness to accept feedback.
- Ability to function under stress.

### **Working Conditions:**

- Some early morning, late afternoon, evening, and weekend work outside of regularly scheduled work hours may be required.
- Required to be at school / assigned location at least thirty (30) minutes prior to the start of the school day and thirty (30) minutes after the school day concludes.
- Must be able to remain calm during high stress situations.
- Must be able to speak and/or stand for an extended period of time.
- The ability to lift 25 pounds without assistance is required.
- Regular, reliable attendance is required for this position.

### **Additional Requirements**

- Attend the Dioceses of Saginaw Safe Environment Training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

**Contact Information:** Email letter of intent, résumé, list of professional references and DOS application to:  
[sarah.anderson@ascbaycity.org](mailto:sarah.anderson@ascbaycity.org)

Sarah Dowling-Anderson  
President of All Saints Catholic School  
Middle School and High School Principal

217 S Monroe St  
Bay City, MI 48708  
989-892-2533  
989-892-7188 (fax)

**Deadline to apply: May 31<sup>st</sup>. 2024 or until filled**