

ST JOSEPH THE WORKER SCHOOL | BEAL CITY
Job Description

TITLE: 4th Grade Teacher
SUPERVISOR: School Principal
STATUS: Full time, Exempt, Salary

Date: 4/10/2025

GENERAL DESCRIPTION

Plan, prepare and deliver lessons and instructional materials in a fashion that facilitates learning for all students related to the appropriate content areas as defined by the school, principal, president, and/or superintendent

ESSENTIAL DUTIES & RESPONSIBILITIES

- Deliver/Provide lessons in-person, in a hybrid environment and/or virtually/remotely, based on student need and/or local, state, and/or federal conditions
- Be proficient at platforms and technology related to hybrid and/or virtual/remote learning
- Assess student growth and performance in a fashion that supports student and school goals and provide feedback to appropriate parties.
- Implement and support school discipline policies and manage student behavior in the classroom
- Maintain appropriate records related to student performance, student discipline, lesson planning, curriculum, and relevant communications.
- Communicate in a timely manner with all stakeholders (students, parents, colleagues, principal, superintendent and others, when appropriate)
- Support school activities (assemblies, etc) by supervising student body
- Participate in department, school, and diocese related events/meetings/professional development
- Must support and reinforce the teaching of the Catholic Church.
- Other duties as assigned by supervisor/principal
- Other duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports directly to the school principal
- Must develop collaborative and constructive relationships with fellow teachers, especially within academic department and the individuals responsible for curriculum and instruction
- In the event of hybrid and/or virtual/remote learning, the teacher must meet expectations of the principal as it relates to time and/or frequency of live and/or recorded sessions.

QUALIFICATIONS & SKILLS

Education: A bachelor's degree or higher in an appropriate field

Experience: A valid state of Michigan teaching certificate (or a commitment to enroll in a state approved program within six (6) months of hire.

Interpersonal Skills: The ability to work with others in a collaborative team environment.

Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- School/Classroom setting /home (in the event of executive order and/or local conditions)
- Some night and weekend work may be required
- Must be in classroom/assigned location at least twenty (20) minutes prior to the start of the school day and twenty (20) minutes after the school day concludes
- Must be able to speak and/or stand for an extended period of time
- Regular, reliable attendance is required for this position
- Employee is required to move throughout the classroom and school to monitor student performance and behavior. Employee is also expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- Valid Driver’s License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- Supervisor’s signature indicates assignment of duties, line of supervision
- Employee’s signature, after hire, indicates acceptance of duties and supervision

Employee: _____ Date: _____

Supervisor: _____ Date: _____