

**Auburn Area Catholic School/Saint Gabriel Parish
Job Posting**

TITLE: Teacher, Elementary, 5th Grade

DATE: August 14, 2025

SUPERVISOR: Principal

STATUS: Full-time, Salary, Exempt (Person works academic year and is paid year-round)

GENERAL DESCRIPTION

The Teacher/Minister understands that this is a ministerial position at a religious institution and that there is within the Catholic Church a body of officially taught and commonly accepted beliefs, the communication of which is a fundamental purpose and mission of a Catholic School and that its students and staff have a right to expect such communication implicitly and explicitly from its teachers regardless of the subject areas, grades, or courses being taught.

In both personal and professional life, the Teacher/Minister will exemplify the moral teachings of the Catholic Church and will not advocate, model, counsel or encourage beliefs or behaviors that are contrary to the teachings of the Catholic Church.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Plan, prepare and deliver lessons and instructional materials in-person and/or online in a fashion that facilitates learning for all students related to the appropriate content areas as defined by the school, principal, and/or superintendent.
- 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).
- Plan and support school activities (fundraisers, events, field trips, etc.) by supervising student body.
- Participate in department, school, and diocese related events, meetings, and professional development.
- Support and reinforce the teaching of the Catholic Church.
- Other duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

This position reports to the principal.

- Must develop collaborative and constructive relationships with fellow teachers, especially within academic department and the individuals responsible for curriculum and instruction.

QUALIFICATIONS & SKILLS

Education: 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).

Experience: 1-2 years of experience as teacher of record preferred but not required.

Job Related Skills: Demonstrate the ability to work independently without direct supervision and within a team setting. Demonstrate flexibility when working with staff, students, and parents. Maintain a professional demeanor when dealing with difficult situations.

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

Hours of Work: Typical work schedule is during normal school hours. Some night and weekend work may be required.

Nature of Work: School/Classroom setting/Home.

- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.
- 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.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hired employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required.
- Must be fingerprinted.
- Must have positive references or recommendations.
- Additional skills testing and validation may 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.

APPLICATION PROCESS

Email letter of intent, résumé, list of professional references and DOS application to:

Auburn Area Catholic School

Attn: Tammy Nelson, Principal

tnelson@auburnac.org

88 W. Midland Rd, Auburn MI 48611

DOS Application

<https://saginaw.org/sites/default/files/Job-Application-fillable.pdf>

Applications will be reviewed on a rolling basis, until filled