

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

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**TITLE:** Kindergarten Teacher  
**SUPERVISOR:** Principal  
**STATUS:** Full-time, Salary, Exempt

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**DATE:** May 2026

**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.

**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 .

**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, weekend, and summer 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 thirty (30) 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 newly 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.

### **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: \_\_\_\_\_