



**Our Lady of Lake Huron Catholic School of Harbor Beach  
Job Description**

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**TITLE: Teacher(s), Middle School (6th- 8th grade)**

**DATE: March 4, 2026**

- Theology, 6th – 8th grade
- Social Studies, 6th – 8th grade
- Math, 6th – 8th grade
- English, 6th – 8th grade

The position(s) may be filled through a combination of part and or full-time teachers. Candidates with the ability to teach any of the content areas listed above are encouraged to submit their materials or contact the principal with any questions.

**SUPERVISOR: Principal**

**STATUS: Part- and/or Full-time, Salary, Exempt**

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**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.
- For the Social Studies, Math, or English position, a valid state of Michigan teaching certificate (or a commitment to enroll in a state approved program within six (6) months of hire).
- For the Theology position, relevant bachelor's degree or appropriate education/training related to formation and catechist.

### **Experience:**

- Experience teaching and/or working with children is preferred but not required.
- Candidates with relevant professional experience outside of traditional teaching are welcome to apply.

**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**

- Successful completion of 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 with positive results.

- 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.
- Adhere to the Code of Conduct.