

# St. Francis de Sales Central Catholic School

## Morgantown, WV

### Pre-K4 Lead Teacher

St. Francis de Sales Central Catholic School is seeking a Lead Pre-K4 teacher for the 2026-2027 school year (August-End of the School Year). All applicants should send a cover letter and resume to the Principal, Mrs. Barb Been, at [bbeen@sfccs.org](mailto:bbeen@sfccs.org) and the Director of Early Childhood Education, Mrs. Kendra Sainato, at [ksainato@sfccs.org](mailto:ksainato@sfccs.org), or mail/deliver to her attention at St. Francis de Sales Central Catholic School, 41 Guthrie Lane, Morgantown, WV 26508.

**PAY GRADE:** St. Francis de Sales Central Catholic School Salary Schedule

**POSITION OBJECTIVE:** The Teacher is responsible for creating and maintaining a structured, engaging, and faith-filled learning environment that supports the academic, spiritual, social, and emotional development of all students in alignment with the mission of Catholic education. This role plans and delivers high-quality, standards-based instruction, integrates Catholic values and teachings into daily classroom experiences, and fosters a culture of respect, responsibility, and lifelong learning. The teacher collaborates with colleagues, communicates effectively with families, and maintains professionalism while supporting the holistic growth and success of each student.

**DUTIES & RESPONSIBILITIES:** (These duties are a representative sample; position assignments may vary).

- Plan, prepare and deliver instructional activities that facilitate active learning experiences
- Teach using the Creative Curriculum model
- Develop schemes of work and lesson plans
- Establish and communicate clear objectives for all learning activities
- Prepare classroom for class activities
- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support instruction
- Observe and evaluate students' performance and development
- Assign and grade classwork, homework, tests, and assignments
- Provide appropriate feedback on work
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Update all necessary records accurately and completely as required by laws, district policies, and school regulations

- Prepare required reports on students and activities
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Apply appropriate disciplinary measures where necessary
- Perform certain pastoral duties but not limited to student support, counseling students with academic problems, and providing student encouragement
- Participate in extracurricular activities such as social activities, sporting activities, clubs, and student organizations
- Participate in department and school meetings, parent meetings
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs
- Keep up to date with developments in the subject area, teaching resources, and methods, and make relevant changes to instructional plans and activities
- Support and uphold the mission and values of the Catholic Church and the school.
- Model Christian values in interactions with students, families, and staff.
- Participate in school events, meetings, and professional developments as appropriate.
- Other duties as assigned

#### **EDUCATION & EXPERIENCE:**

- Bachelor's degree or higher from an accredited institution
- Meet professional teacher education requirements of the school, district, and state
- WV State Early Childhood Education Certification or Permanent Community Lead Teacher Authorization
- Relevant teaching experience
- Knowledge of relevant technology

#### **KEY COMPETENCIES (position requirements at entry):**

- Self-motivation
- High energy level
- Verbal and written communication skills
- Attention to detail
- High work standards
- Problem-solving
- Decision making
- Organizing and planning
- Learning orientation
- Critical thinking
- Stress tolerance
- Flexibility
- Adaptability
- Initiative
- Work well with teammates