

St. Francis de Sales Central Catholic School

Morgantown, WV

Primary Teacher

St. Francis de Sales Central Catholic School is seeking a Primary (K-2) teacher (grade level to be determined) for the 2026-2027 school year. All applicants should send a cover letter and resume to the Principal, Mrs. Barb Been, at bbeen@sfccs.org or mail/deliver to her attention at St. Francis 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 in English Language Arts (ELA), Math, Religion, Science, and Social Studies
- Teach multi-categorical curriculum
- 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 class work, 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 subject area, teaching resources and methods and make relevant changes to instructional plans and activities
- Knowledge of relevant technology
- 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 Elementary Education certification
- Relevant teaching experience

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