

St. Francis de Sales Central Catholic School

Morgantown, WV

Elementary Teacher

St. Francis de Sales Central Catholic School is seeking an Elementary teacher (grade level to be determined) for the 2023-24 school year. All applicants should send a cover letter, resume, and 3 letters of reference to Principal Moore at amoore@sfccs.org or mail/deliver to his 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 job of teacher is done for the purpose/s of planning, organizing and implementing an appropriate instructional program in a faith-based learning environment that guides and encourages students to develop and fulfill their spiritual and academic potential.

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

- Plan, prepare and deliver instructional activities that facilitate active learning experiences
- 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
- Other duties as assigned

EDUCATION & EXPERIENCE:

- Bachelor's degree or higher from an accredited institution
- Meet professional teacher education requirements of school, district and state
- WV State elementary education certification
- 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