

## Part Time 2nd/3rd/4th Grade Teacher



St. Margaret School is seeking an outstanding, energetic, dedicated and talented individual to fill a part time 2nd/3rd/4th grade teaching position for the 2021/2022 school year. The successful candidate will be faith-filled, dynamic, compassionate and willing to work collaboratively in a team environment.

St. Margaret School is a preschool through 8th grade Catholic school in Otsego, Michigan. Our mission is to provide a firm educational foundation of religious values and academic knowledge for each student in a Catholic nurturing environment.

### **JOB SUMMARY**

A teacher at St. Margaret School is a devoted professional committed to students growing and succeeding. Teachers are responsible for creating a developmentally appropriate, safe, organized and joyful classroom environment. Each teacher will utilize current student data to drive academic growth in all students. Teachers work collaboratively to support each other and provide the best faith-filled, academically rigorous experience for all students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan, prepare, and deliver developmentally appropriate lesson plans based on diocesan approved curriculum and instructional materials that facilitate active learning.
- Establish and communicate clear objectives for all learning activities; encourage and monitor the progress of individual students.
- Provide a variety of developmentally appropriate learning materials and resources for use in educational activities; instruct and monitor students in the use of learning materials and equipment.
- Assign and grade class work, homework, tests and assignments; provide appropriate feedback on work.
- Use relevant technology as defined by the school to support and differentiate instruction.
- Observe and evaluate student's performance and development utilizing information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Maintain student behavior in the classroom by establishing and enforcing expectations, procedures and consequences as set forth by the school and diocese.
- Participate in department, school, parent and diocesan meetings.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional development and activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.

## QUALIFICATIONS/REQUIREMENTS

- Minimum B.A/B.S degree in teaching from an accredited institution or related field
- Valid Michigan teaching certification with appropriate endorsements
- Must complete state and national background checks and diocesan required VIRTUS training
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.

## PHYSICAL REQUIREMENTS

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment; reach with hands and arms; and must occasionally lift and/or move up to 50 lbs.

Interested candidates please submit a letter of interest, resume and references, to:

Erin Warnez, Principal St. Margaret School

[ewarnez@stmargaretschool.net](mailto:ewarnez@stmargaretschool.net)

269 694-2951

*The Catholic Diocese of Kalamazoo spans 9 counties in southwest Michigan and has 21 Catholic schools educating students in Preschool – Grade 12 in mind, body and spirit. Our schools serve both the faith community and society by educating children to contribute to the common good by becoming active and caring members of the communities, cities, and nation in which they live. Each of our 21 schools is dynamic and distinctive in their own way. They vary in size and are located in both urban and rural areas, but all share the same goal: to prepare students to live lives devoted to Christ through distinctive and dynamic academic experiences and service opportunities.*

