

English Teacher | Full-Time

Title

English Teacher | Full-Time

Description

Summary: Provides all learners an educational program that allows them to reach their fullest potential. The usual school program for a full-time teacher includes five classes, along with one supervisory group (sub period or study hall), or six academic classes. The management of a homeroom, record keeping and reporting, occasional substitution duty, and special assignments at school, which from time to time are required for the efficient operation of the school program, could also be included. Teachers also have the following responsibilities:

Attending all faculty meetings, workshops, parent-teacher meetings and all in-school assemblies, including liturgies.

Meeting and maintaining the requirements and standards of the State Board of Education (Illinois Office of Education), the North Central Association, the Illinois High School Association, The Diocese of Springfield in Illinois and Marquette Catholic High School.

When absent from school, making as meaningful an assignment as possible for each class and preparing a folder at the beginning of the school year for their substitute which includes an accurate class list and/or seating chart.

Following the goals, objectives, and procedures of each department he/she is assigned. Teachers must do the following for every course they teach: prepare a calendar and/or an outline of the course content; prepare evaluation criteria and instruments (tests and quizzes); prepare supplementary materials, if necessary; submit copies of their semester exams for each class to the office; use a text regularly and consistently (exceptions must be cleared with the Principal); and assign meaningful homework on a regular basis.

Keep up with and use the latest technological advances in and out of the classroom. Accepts the precepts/teachings of the Roman Catholic Church.

Job Responsibilities:

Instruction and Learning - Student achievement/performance and staff growth

Meets and instructs assigned learners (caseload, class, peers, in-service, children, pupils, students) in the locations and at the times designated.

Creates an environment that is appropriate to the maturity of the student and conducive to learning.

Establishes and communicates to the student clear objectives for lessons, units, and projects.

Creates and implements an effective classroom management system.

Encourages students to set and maintain appropriate standards of behavior.

Administers, interprets, and records standardized tests in accordance with the 80/20 grading system.

Employs a variety of instructional techniques which are compatible with the physical space limitations and the needs and capabilities of the individuals or student groups involved.

Implements the school's education philosophy by selection of instructional goals and objectives.

Strives to maintain and improve professional competence.

Attends staff meetings and serves on staff committees as required. Schedules classes for specific remedial instruction.

Evaluates and orders materials necessary for instruction.

Operates learning aids, such as laptops, "SMART" boards, DVD's, film, iPads, and Moodle.

Other duties as assigned.

Resource Utilization

Takes reasonable and necessary precautions to protect students, equipment, materials, and facilities.

Collaboration

When required or requested, makes self-available to students and parents outside the instructional day for education-related purposes.

Compliance

Maintains complete records as required by law, school policy, and administrative regulation.

Assists the administration in implementing school rules and policies on student conduct, develops classroom rules on behavior and procedures, and maintains fair and just order in the classroom.

Performs other duties and responsibilities as assigned.

Benefits

Terms of Employment:

Contract terms covering compensation, benefits, and working conditions are specified by the Board of Director's policies, agreements and approvals.

Requirements

Qualifications:

Education and/or Experience:

Bachelor's degree.

Classroom experience preferred.

Master's in subject taught preferred.

Certificates, Licenses, Registrations

Valid teacher certification in appropriate content area required.

Certificate in Protecting God's Children.

All health certifications/requirements are up to date.

Essential Functions:

To perform this job successfully, an individual must be able to perform the following essential functions satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively one-on-one and before groups.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals and percentages.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear, stand, walk, sit, and use hands and arms to handle, feel and reach. The employee is occasionally required to stoop or kneel and occasionally lift and move up to 50 pounds. Regular attendance on the job is expected.

Start Date

01/05/2022

Salary

Salary commensurate with years of experience.

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