

# Theology Teacher | Full-Time

## Title

Theology Teacher | Full-Time

## Description

The mission of Marquette Catholic High School, a private coeducational institution in the Diocese of Springfield in Illinois, is to provide a college preparatory education in the Catholic

tradition to families of all backgrounds. Through the Serviam motto, the Marquette Community

is challenged to integrate Christ's message into their lives, and thereby carry it into the world.

Summary: The Marquette Catholic Theology teacher will be a passionate educator who is

deeply committed to Catholic, faith-based education and who promotes student success. She/he

must be a practicing Catholic, who is qualified to teach religion and has a deep knowledge of

doctrine. The teacher is a subject matter expert who builds a positive classroom culture focused

on learning, delivers engaging rigorous instruction, and follows the required Curriculum Framework. The Theology teacher will teach courses such as Morality; World Religions; Sacraments; Sacred Scripture. The Theology teacher works as a member of a team of educators

to carry out the mission of Marquette Catholic.

Essential Duties:

- Attending all faculty meetings, workshops, parent-teacher meetings and all in-school assemblies, including liturgies;
- Meeting and maintaining the requirements and standards of the Illinois State Board of Education, the North Central Association, the Illinois High School Association, the Diocese of Springfield in Illinois and Marquette Catholic High School;
- Following the goals, objectives, and procedures the Theology department;
- Maintain grading records, daily attendance, and complete all required record keeping as designated by administration;
- 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 and assessments on a regular basis;

- Engage new media and emerging instructional technology as pertinent to the subject matter;
- Create a positive, achievement-oriented and structured learning environment that excites and invests students;
- Collaborate with members of the Marquette community to improve instructional, culture-building and leadership skills;
- Accepts and models the precepts/teachings of the Roman Catholic Church.

#### 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.

### **Requirements**

#### Qualifications:

#### Education and/or Experience:

Bachelor's degree.

Practicing Catholic required.

Classroom experience preferred.

Master's in subject taught preferred.

Theology background preferred.

#### Certificates, Licenses, Registrations

Valid teacher certification in appropriate content area required.

Able to attend training for and furnish certificate of Protecting God's Children.

Able to complete a criminal background check.

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. This includes but is not limited to fulfilling

staff responsibilities during an Intruder Drill.

#### 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**

Terms of Employment: Contract terms covering compensation, benefits, and working conditions are specified by the Board of Directors' policies, agreement.

**Contact**

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