



## **Job Announcement**

### **St. Francis Xavier Catholic School**

#### **Position: Teacher | Report to: Principal | Exempt Position**

A teacher at St. Francis Xavier Catholic School prepares and implements lessons in accordance with the learning standards established by the Diocese of Baton Rouge and the Louisiana Department of Education. The teacher assesses students to ensure that the standards are met. The teacher fulfills the mission of St. Francis Xavier Catholic School by creating a loving, safe, supportive, and nurturing environment that promotes academic, spiritual, emotional, and social growth.

#### **JOB SUMMARY:** The Teacher is responsible for:

- 1) Developing and implementing effective lesson plans reflecting curriculum goals
  - Develop daily lesson plans that reflect the needs of all students
  - Plan for instruction with logically sequenced objectives based on the adopted curriculum
  - Utilize varied assessment tools to perform both formative and summative assessments
  - Identify students whose needs are not met and assist in creating a plan of action for those students
- 2) Providing rigorous and engaging methods of learning through a variety of educational techniques
  - Use effective instructional methods and models according to professional standard practice
  - Utilize appropriate material and resources for students to engage in learning
  - Organize materials and workspaces required for daily instruction and activities
  - Integrate the use of technology within the curriculum
  - Strive to develop the talents and abilities of all students through a variety of measures
- 3) Implementing total classroom management, including effective parent communication
  - Provide a safe, clean, and organized classroom environment
  - Establish appropriate classroom rules and procedures that all students clearly understand
  - Effectively and consistently enforce rules and follow procedures
  - Redirect students naturally and immediately without disrupting others
  - Ensure students' safety outside of the classroom
  - Provide positive, consistent discipline so students work effectively in the classroom
  - Establish routines and provide positive guidance
  - Encourage and monitor social interaction among the students
  - Model appropriate conflict resolution to the students
  - Maintain current and accurate records according to school policies
  - Communicate with parents regarding academic, behavioral, and safety concerns

#### **Qualifications**

- Bachelor's degree in education or related field
- State certified or applying for state certification
- Must complete Religion Certification Part I within two years of hire and Religion Certification Part 2 within six years of hire
- Must maintain compliance with the Diocese of Baton Rouge Ethics and Integrity in Ministry (EIM) policies throughout employment period
- Ability to support and assist in fulfilling the mission of St. Francis Xavier Catholic School

- Ability to uphold the philosophy of Catholic education by acting as a witness to Gospel values and modeling the teachings of the Roman Catholic Church

#### **Other Skills/Requirements**

- Support and uphold the philosophy of Catholic education and the mission of the school
- Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church
- Support and adhere to the policies and procedures of the school
- Ability to maintain confidentiality regarding school matters
- Ability to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in collaborating with peers to enhance the work environment and support instructional planning
- Skill in demonstrating professionalism in conduct, demeanor, and work habits
- Proficient in the use of technology, i.e., including LMS and online education platforms
- Utilizing various educational technology tools and resources in lesson planning and delivery to enhance student engagement and learning outcomes
- Develop and enhance professional skills and knowledge by attending seminars, conferences, and other relevant events.

#### **Working Environment/Conditions**

- The teacher should be able to lift boxes and books
- A teacher should be able to withstand the climate of Louisiana for a specific period while on duty.
- Teachers must be able to walk briskly while transporting students around campus
- Teachers must be able to work in a fast-paced environment that may change rapidly
- Teachers may be called to work outside of regular school hours, as events require

The requested materials include a letter of interest and a comprehensive resume, covering both academic and professional experience. Provide contact information for at least three references. Please email these items to:

Christopher J. Rogers, Sr., PhD – principal  
crogers@sfxbr.org