



FLSA Status: Exempt, Salaried  
Salary: \$32,310-33,960  
Schedule: Mon-Fri 7:15AM-2:30PM

### Employee Job Description

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**Job Title: Middle School Science Teacher (Grades 7 and 8)**

**Department: St. Gregory the Great School**

**Reports to: Principal**

**Position: FT x PT**

**Primary Functions:** To provide spiritual and academic instruction to the students in classroom/grade level.

#### **Essential Core Qualities:**

- Comfortable with leading prayer and sharing faith with students and staff.
- Experience with implementation of the Common Core Standards, NYS Science modules, and instructional strategies.
- Experience implementing Common Core aligned units, lessons, and assessments.
- Effective classroom management skills, demonstrated knowledge of curriculum, including planning, execution, and evaluation of materials, supplies, and lessons. ● Strong Science background.
- Character traits necessary to teach young children - enthusiasm, warmth, and dedication.
- Ability to differentiate instruction and believes in an inclusive learning environment. ● Strong verbal and written communication and teaming skills.
- Technology skills for student management tasks and instruction.
- Open to instructional coaching and to other teachers in the classroom.
- Role model and lifelong learner.

#### **Responsibilities:**

- The Middle School teacher will teach students in Science utilizing the principles and framework of STREAM.
- Ability to use assessment data to drive Science instruction
- Plan and implement learning tasks to meet the spiritual, physical, emotional, intellectual and social needs of the children in the program.
- Implement a morning meeting and prayer circle to build community.
- Provide grade appropriate instructional duties such as: daily lesson plans, classroom preparation, assessment, enrichment and remediation as necessary.
- Establish routines and provide positive guidance.
- Provide a safe and secure environment for children to feel comfortable.
- Implement positive discipline when required.

- Clearly and effectively communicate in a manner that children understand.
- Develop positive relationships and communicate effectively with parents.
- Phone calls and/or emails must be returned to a parent within 24-48 hours.
- Daily attendance is recorded on e-school and class attendance is kept in the grade book.
- The teacher must sustain weekly communication with parents through email and/or Google

8/22/2024

calendar/classroom or school website.

- Discuss children's development with parents.
- The teacher is responsible for the supervision of the students in his/or her care.
- The teacher must attend twice monthly faculty meetings.
- The teacher must attend parent teacher conferences, Open House, Parent Information Night and graduation. Teachers who teach a sacrament year must attend the sacrament preparation and sacrament.
- In addition, the teacher must attend committee meetings and shall be required to attend not more than four additional functions during the year such as athletic events, band concert, fundraisers, art show, etc.
- Teachers must attend minimally 2 Professional Development seminars each year.
- They must also attend 5 hours of ministry training each year.
- Includes homeroom and all duties assigned with that functional role.

#### **Other Duties as Assigned**

**Supervises:** Students in class

**Qualifications:** The Middle School Science Teacher will be thoroughly committed to St. Gregory the Great School's mission and vision. All candidates must enjoy working with children, have a positive attitude, and serve as a role model for students. Basic understanding and acceptance of Catholic School philosophy, understanding of child development and skills necessary to relate to students, appropriate control and discipline techniques.

**Education:** Master's Degree in Education or in process, NYS certification (Science 7-12), clear background check, successful completion of Protecting God's Children.

**Experience:** 3-5 years experience teaching in the certified area of certification.

**Special Skills:** Ability to work effectively with staff, parents, and Parish community members. Experience with conflict resolution and/or crisis management. Technology skills such as but not limited to SMART Board, iPad, Chromebook, and Google classroom.

**Ergonomic Requirements:** The functions of this position usually performed are standing, and sitting, standard lifting, walking, carrying and other movements. Tasks involving working on a computer keyboard, involved extensive wrist and hand movement. All individuals in this position are required to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

**Positions and duties may be changed by the Pastor at any time, in order to meet the needs of the Parish.**

8/22/2024