

DIOCESE OF ALLENTOWN

St. Ann School, Emmaus

Position Description

Job Title: Kindergarten Teacher

FLSA: Exempt

Job Status: Full-Time; 7:45 AM to 3:30 PM

Reporting Functions: Reports to Principal

Job Function: The teacher will develop lesson plans to meet each student's individual needs, interests, and abilities. Will design a safe and healthy classroom that will enable learning and strive for students' success.

****NOTE: APPLICANTS MUST SUBMIT A TEACHER APPLICATION, COVER LETTER, AND RESUME TO BE CONSIDERED FOR THIS POSITION.**

Duties and Responsibilities:

- Provide academic subject instruction by preparing lesson plans, activities, projects, and assignments for the 2024- 2025 school year.
- Attend all necessary training and professional development to comply with the PA licensing programs.
- Evaluate student performances in class and provide feedback.
- Identify materials needed to implement class activities.
- Communicate with students and parents on a regular basis about schedules, assignments, events, and individual student needs. Meet with parents during parent-teacher conferences throughout the school year.
- Motivate students to develop skills, attitudes, and knowledge to provide an effective educational foundation in accordance with their abilities.
- Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lessons with the appropriate instructional materials; provides appropriate, detailed instructions/plans for a substitute teacher in the event of absence.
- Demonstrates knowledge of the prescribed curriculum, current educational research, and technological tools to address student learning styles and achieve meaningful and measurable outcomes in accordance with the designed lesson plan.
- Evaluate each student's progress; keep appropriate records; prepare, administer, record results of evaluating student progress; prepare progress reports and report cards.

- Maintains appropriate confidentiality regarding school/workplace matters including social media and online platforms. Follow all Allentown Diocese policies as per the teacher's handbook.
- Actively establishes and maintains appropriate student supervision so that students have a safe, orderly, effective, and productive environment. Upholds St. Ann School's discipline procedures.
- Maintains an orderly classroom stocked with appropriate supplies.
- Supervise and manage students' behavior in the classroom, hallways, lunchroom, etc., to foster a positive and healthy learning environment for all.
- Attends all required in-service training meetings and workshops. Attends and participates in faculty meetings.
- Actively be involved in the school community. Attend school events, activities, fundraisers, etc.
- Any other duties assigned by the Principal.

Educational Requirements:

- Bachelor's degree in Early Education or equivalent.
- At least 3 years' experience as a teacher.
- PA teaching certification preferred.

Other Requirements:

- Due to the nature and mission of the Catholic Church, all employees are bound to exhibit respect for the teachings and discipline of the Church regarding matters of faith and morals.
- Must communicate effectively with parents, students, and co-workers in a positive and enthusiastic manner.
- Possess an understanding of child development and the skills necessary to relate to the students being taught.
- Possess an understanding of the supervision of employees and the communication skills necessary to relate to adult employees and volunteers in a collegial, as well as effective, and efficient manner.
- Ability to handle classroom situations with fairness and patience.
- Able to maintain a high level of energy. Ability to respond calmly to overwhelming and difficult situations.
- Ability to maintain a high level of confidentiality, a high degree of credibility, integrity, and self-confidence is essential.

PRIOR TO INTERVIEW: Clear records of Pennsylvania State Police Criminal Record Check (PATCH), Pennsylvania Child Abuse History, and Federal Bureau of Investigation Criminal Background Fingerprint Check as required under Commonwealth of Pennsylvania's Act 153 of 2014 (No less than 1 year old.) As well as attendance at the online Protecting God's Children class and Mandated Reporter Training.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Physical Demands: While performing the duties of this job, employees are regularly required to sit, stand, walk, and stoop. Must be able to talk and hear, both in person and by telephone. Use of hands to perform standard classroom duties and use office equipment is required. Reaching and lifting up to 10 pounds is also required. Vocal communication is required for expressing or exchanging ideas by the means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Working Conditions: Normal classroom setting, Full-time, contracted position; Monday - Friday, 7:45 AM to 3:30 PM. May be required to assist with special duties and work outside the normal school day to attend school-related events.

Interested applicants **must** submit a cover letter, resume, clearances, and teacher application to:

Interim Principal: Beth Shields

Email: bshields@stann-emmaus.org

EOE M/F/D/V