

Job Title: Middle School Language Arts
Revised Date: February 2024
Work Year: 185 Days
Reports to: Building Principal

About Saint John the Evangelist Catholic School:

Saint John the Evangelist Catholic School is located in Northern Colorado and serves the communities of Loveland, Fort Collins, Windsor, and Greeley. We serve students and their families in Pre-K through 8th grade.

The Position:

The 6th, 7th, and 8th Grade Language Arts Teacher is a qualified professional educator who meets the requirements to teach in a Catholic school in the Archdiocese of Denver. Instruct middle school students in language arts course in coordination with the current curriculum and the Archdiocese of Denver content standards. Excellent interpersonal skills and a track record of collaborating effectively with students, parents, and colleagues. Must understand and effectively implement classroom management techniques, educational best practices, and individual student learning preferences and requirements.

The salary range for this position is \$40,183.00 – \$54,599.00.

The teacher is hired by and directly accountable to the principal. The teacher is expected to abide by the policies and procedures of the local school, the Archdiocese of Denver, and the Office of Catholic Schools. The teacher cooperates with the principal and staff in providing an environment that promotes the ministry of Catholic education.

Essential Duties:

The duties of the 6th, 7th, & 8th Grade Language Arts Teacher will include but are not limited to:

- Teach and act in accordance with doctrinal and moral teachings of the Catholic Church;
- Know, teach, and act consistently in accordance with the mission, philosophy, objectives, policies and procedures of the Catholic school;
- Provide grade-appropriate instructional program following the curriculum of the Archdiocese of Denver, Office of Catholic Schools, including lesson planning, classroom preparation, and assessment of each student's performance;
- Provide grade-appropriate extended or enrichment opportunities;
- Adapt teaching methods and instructional materials to meet students' varying needs and interests including but not limited to whole group, small group, one-to-one, and varied instructional methods;
- Prepare, administer, and grade assignments and tests to evaluate student progress;
- Communicate regularly with parents/guardians, colleagues, and principal;
- Participate in all Archdiocese of Denver in-service and training programs and participate in all local school-sponsored professional development and training programs and initiatives unless exempted or excused by principal;
- Attend all required faculty and staff meetings, unless exempted or excused by principal;
- Cooperate with the principal and staff members in school-related meetings, activities, and projects;
- Maintain accurate student attendance and academic records in accordance with local school policies and procedures;
- Maintain a safe, orderly, and secure learning and work environment;

- Participate in annual performance review based upon the implementation of the essential duties;
- Maintain confidentiality and discretion regarding school personnel, students, and general school matters;
- Follows established procedures to ensure the safety and welfare of students.
- Maintains confidentiality and discretion regarding school and classroom matters;
- Supervising daily student activities;
- Perform teaching duties and all other duties as assigned by the school principal.
- This job description is not designed to cover or contain a comprehensive list of the activities, duties, or responsibilities that are required of the employee for this position.

Education and Experience:

- Requires a minimum of a bachelor's degree, preferably with a major or minor in English, journalism or related field and/or education;
- Compliance with Safe Environment requirements.

Competencies and Qualifications:

- Refrain from promotion or approval of, or the living out of, any conduct or lifestyle that would reflect discredit or disgrace on, or cause scandal in relationship to, the Archdiocese of Denver, or considered to be in contradiction with Catholic doctrine or morals;
- Effective supervisory skills;
- Effective listening and verbal communication skills;
- Must have an understanding of child development and skills necessary to relate to the students being taught.
- Possess strong human relations skills and familiarity with classroom practices to effectively manage time, communication, and maintain record-keeping while fostering a conducive learning environment.
- Proficiency in utilizing student electronic databases, grading software, and technology to support instruction is essential.

Benefits offered as part of an overall compensation package include:

- Comprehensive and generous medical, dental, vision, and prescription coverage
- Paid personal (2) and sick (10) leave per academic year
- Pension plan
- Employer-paid life insurance, short- and long-term disability
- Voluntary life insurance

Application Process:

- To apply for this position please visit the Archdiocese of Denver Career website at: [Careers - Archdiocese of Denver \(archden.org\)](http://archden.org)
- Or send resume and three references to: jrossi@saintjohns.net
- Application Deadline: 3/8/24