

# Employment Application Packet

**St. Joseph Catholic School**

**2nd Grade Teacher Position**

**Wenatchee, WA**

**9/21/2021**





## **Teacher Application Process Checklist**

St. Joseph Catholic School, Wenatchee

1. Submit Completed Resume\_\_\_\_\_
2. Complete & Submit Application\_\_\_\_\_
3. Submit 2 Letters of Recommendations\_\_\_\_\_
4. Submit Copy of Teaching Certificate\_\_\_\_\_
5. Review [Job Description](#)\_\_\_\_\_
6. Review [Diocese of Yakima Policy Manual](#)\_\_\_\_\_



## **Teacher Job Posting**

**HIRING:** Full Time Washington State Certified 2nd Grade Teacher

**Where:** St. Joseph Catholic School

Wenatchee, WA

**When:** Start Date-10/1/2021

### **Philosophy**

The philosophy of St. Joseph Catholic School is consistent with the Catholic tradition of the Christian Gospel message. St. Joseph Catholic School is a close community whose members help each other grow spiritually, intellectually, and socially in a caring atmosphere. The school acts in partnership with the parents as first and primary educators of the children. Each child is treated with the dignity and importance bestowed upon him/her by our Creator. While each child is valued as an individual, students are also taught the importance of being responsible, productive, caring members of the broader community.

### **Mission Statement**

The mission of St. Joseph Catholic School is to use the knowledge of God's love to educate the whole child by instilling strong moral values, respecting and serving our diverse community, and achieving academic excellence for future success.

### **SLEs**

Faith-Excellence-Service

### **Details:**

- Must hold a valid & current Washington State K-5 Teaching Degree
- Must be committed to teaching & living the Catholic Faith
- Must love working with children
- Must be a flexible & collaborative team player
- Must have a positive attitude
- Must be fully vaccinated



**If you are interested and qualified, and feel called to serve in this position, please contact principal Lisa Martinez at [lmartinez@saintjosephcatholicsschool.org](mailto:lmartinez@saintjosephcatholicsschool.org) or call (509)663-2644.**

## **Job Description: Certified Teacher**

2021-22 School Year

**JOB TITLE:** Full Time Washington State Certified K-5 Teacher

**SCHOOL LOCATION:** St. Joseph Catholic School, 600 St. Joseph Pl., Wenatchee WA 98801

**SUMMARY:** The teacher is responsible for reporting to the school principal, and the teacher is required to work full time, 180 days per school and additional development days. The Catholic School teacher will be guided by and will uphold the teachings of the Catholic Faith. Additionally, the teacher is responsible for providing and maintaining a welcoming, safe, loving, and nurturing environment, consistent with Gospel values by treating all students, staff, parents, and stakeholders with dignity, compassion, and respect through actions and all forms of communication, including verbal communication, written communication, and other forms of communication. The teacher will use current and effective strategies to plan, teach, monitor progress, report performance, and use data to drive instructional decisions to improve learning for all students. The St. Joseph Catholic School teacher is also responsible for working positively and collaboratively with colleagues, students, parents, and stakeholders toward the mission of the school and Church.

### **QUALIFICATIONS**

- Knowledge of and commitment to the Catholic faith and the teachings of the Catholic Church
- Able & willing to teach the Catholic faith and religion standards
- Able & willing to follow all diocesan rules and regulations
- Committed to the mission of the school and church
- Understand and exhibit servant leadership skills
- Knowledge of and ability to apply best practices in education that garner documented student growth academically, spiritually, socially, and emotionally
- Able & willing to use data to guide instruction
- Flexible thinking skills-able & willing to learn new things quickly and make adjustments according to needs and situations
- Self-motivated and willing to take the initiative to learn and apply the most effective teaching strategies and practices that reflect in data evidence of student academic growth
- Effective, friendly, respectful, and appropriate communication skills: spoken, written, body language and more
- Able & willing to effectively use modern technologies
- Able & willing to creatively, respectfully, and collaboratively solve problems with students, parents, and colleagues effectively
- Able & willing to accept constructive criticism in a positive manner
- Able & willing to maintain a consistent positive attitude



- Able & willing to physically and mentally perform and meet job expectations, duties, and responsibilities
- Able & willing to adhere to confidentiality expectations

### **EDUCATION**

- A qualifying bachelor degree in education from an accredited university
- Current State of Washington teaching certification in elementary education

### **TEACHER EXPECTATIONS & DUTIES**

1. Effectively model Gospel values and Catholic Social Teachings through actions, words, and other forms of communication
2. Demonstrate an active understanding of and commitment to the mission of the school and church
3. Adhere to all diocesan regulations and requirements, and school regulations and requirements
4. Reports to the principal
5. Demonstrate the ability to professionally, respectfully, positively, and appropriately collaborate and communicate with students, staff, colleagues, parents/ guardians, administration, and stakeholders
6. Demonstrate the ability to effectively plan for instruction
7. Effectively teach and assess USCCB & diocesan Religion Standards
8. Effectively teach and assess school adopted grade level learning standards
9. Effectively use school adopted curriculum
10. Demonstrate the ability to provide performance feedback to students and parents in a timely, constructive, and appropriate manner
11. Consistently and appropriately use technology to enhance instruction
12. Collect, review, and store data and use it to drive instructional decisions
13. Demonstrate the ability to show student growth through data collection and reports
14. Abide by confidentiality guidelines
15. Demonstrate the ability to speak positively about the school, students, staff, parents, stakeholders, and community members
16. Create and maintain a safe and comfortable learning environment for all students
17. Effectively and respectfully manage classroom behavior
18. Demonstrate the ability to be self motivated with learning and applying effective teaching strategies
19. Demonstrate the ability to be culturally sensitive
20. Demonstrate the ability to create a positive, active, collaborative, relevant, engaging learning environment for all students
21. Work required hours at required times
22. Exhibit active participation in school events
23. Demonstrate the ability to think critically, independently, and flexibly to solve problems
24. Teach remotely if necessary
25. Keep classroom clean and organize with minimal clutter
26. Exhibit the ability to meet the physical and mental components of the job
27. Perform other duties as assigned

### **PHYSICAL REQUIREMENTS:**



1. Work is primarily performed in a classroom environment with dynamic high level activity. Work may also be performed at community sites for field trips.
2. Incumbent must be able to lift 40 pounds
3. Stand up to 95% of the day
4. Assume postures in low level positions that best allow physical and visual contact with children
5. Must be able to sustain a high level of energy
6. Bend to perform various tasks numerous times throughout the day
7. Stoop, sit on the floor
8. Have the ability to move from a seated position to a standing position promptly to respond to emergency situations
9. Perform all activities with children, i.e. jump, dance, walk, run, etc. for extended periods of time
10. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being. Depending upon activities and season, may be required to be outdoors for regular, prolonged activities.
11. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well being
12. Must be able to excel in an ambiguous and continuously changing, competitive environment
13. Incumbent will need to be flexible and be able to respond quickly and appropriately to changing situations
14. Incumbent will be faced with a variety of issues on a daily basis and will be engaged in multiple tasks and must respond quickly and appropriately to frequently changing needs of children

*\*Teacher job qualifications, expectations, duties, and responsibilities are subject to change at any time and may not be limited to the listed items.*

## [APPLICATION](#)