

Helias Catholic High School  
English Teacher Job Description

**Job Summary:** A successful candidate will possess the skills necessary to successfully teach at the high school level in English, working collaboratively with staff, administration, families and community members, in accordance with the teachings of the Catholic Church.

Accountability:

- The Teacher is hired by, reports to, and is accountable to the Principal in consultation with the President.
- The Teacher is supervised, evaluated, and retained by the Principal in consultation with the Accommodations Coordinator and President.

Responsibilities:

*Faith-Community Affairs*

- Upholds and models a moral code which is consistent with teachings of the Roman Catholic Church and the mission of the school.
- Ensures all teaching activities reflect the Catholic mission of the school.
- Demonstrates by attitude, words, actions and integrity support for the mission of Helias Catholic High School.

*Student Affairs*

- Supports and adheres to the *Diocese of Jefferson City Policy and Regulations Manual* and the *Helias Catholic High School Student and Faculty Handbooks*.
- Maintains confidentiality regarding school matters.
- Assists in maintaining discipline throughout the student body, in adherence to the *Student Handbook*.
- Serves with parents, faculty, and student groups, as requested in advancing educational and related activities and objectives.
- Willingness to sponsor, coach, or supervise extra-curricular activities.

*Instructional Leadership*

- Establishes a consistent disciplinary approach which promotes self-direction and positive self-image; sets high standards for student behavior and manages inappropriate behavior effectively.
- Demonstrates effective planning skills by preparing lessons designed to implement state's goals and objectives by incorporating school and diocesan curriculum objectives into lesson plans.
- Demonstrates competence in teaching by demonstrating current, thorough knowledge of curriculum and subject matter and ability to communicate effectively with students; is able to organize classroom learning and materials to maximize student time on tasks as well as motivate learning.

- Develops and uses effective methods of evaluation that are directly related to curriculum objectives and to concepts and skills taught; consistently and effectively evaluate student progress.
- Supports the Principal in the collaborative development, implementation and ongoing refinement of the Strategic Plan.
- Assists the Principal in planning and implementing a professional development/growth program for teachers and staff.
- Assists in the planning and implementation of a systemic method of supervising the instructional program, through the use of learning walks, observations, documentation, and follow-up conferences.

#### *Other Responsibilities*

- Cooperates with school and diocesan administration; works effectively with all staff members to promote positive relationships with students and parents.
- At all times demonstrates professionally responsible behavior.
- Performs other duties as assigned by the Principal.

#### Qualifications:

##### *Education*

- Minimum of a Bachelor's degree in Education with 9-12 English certification. Experience preferred.
- Successful completion of the Missouri Department of Elementary and Secondary Education certification process.

##### *Interpersonal Skills*

- Strong written and oral communication skills.
- Understands the education culture and is able to interact professionally with students, faculty, and parents.
- Maintains professionalism in challenging situations.

##### *Physical Demands and other requirements*

- Ability to stand and walk for the majority of the day.
- Ability to lift or carry supplies, textbooks, furniture and equipment up to 25 lbs.
- Ability to stand, bend, stoop, reach, pull, sit, hear, see, and speak on a daily basis.
- Ability to perform repetitive physical tasks such as computer keyboarding, writing, and reading.
- Required to work a minimum full school day.
- Required to maintain composure and to avoid inappropriate displays of emotion.
- Required to monitor students in a variety of locations including those with noise and activity.

Interested applicants are asked to make application through the school office of the Diocese of Jefferson City (<http://www.diojeffcity.org/our-schools/school-office/school-employment/>) as well submit a letter of interest and resume directly to Helias Catholic. Applications will be accepted until the position is filled. Suitable candidates will be contacted for personal interviews.

Electronically submit requested information to:  
Ms. Kenya Fuemmeler, Principal  
kfuemmeler@heliascatholic.com