

## **Diocese of Tucson**

**Job Title:** Catholic School Teacher

**Exemption Status:** Exempt

**Department/Location:** St. Joseph Catholic School, Tucson

**Primary Function:** Under the direction of the school principal is responsible for supporting the Diocese of Tucson in its mission to evangelize and catechize youth in a Catholic School environment.

### **Essential Duties and Responsibilities:**

- Recognizes and supports the unique Catholic Mission of the school by speaking, acting, and instructing consistent with the teachings of the Catholic Church; a teacher may not espouse any doctrine inconsistent with the teachings of the Church.
- Gives evidence of lived Gospel values by being an active member of a faith community and being open to the importance of personal faith journey; strives to model the teaching of Jesus by attitude and example.
- Help build the school's faith community by a demonstrated willingness to participate in and plan school religious and service activities.
- Demonstrate effective planning skills by preparing lessons designed to implement stated goals and objectives and by incorporating school and diocesan curriculum objectives in lesson plans.
- Demonstrate Competence in teaching by demonstrating current, thorough knowledge of curriculum and subject matter and be able to communicate effectively with students; be able to organize classroom learning and materials to maximize student time on tasks as well as motivate student learning.
- Develop and use effective methods of evaluation that are directly related to curriculum objectives and to concepts and skills taught; consistently and effectively evaluate student progress.
- Establish a consistent disciplinary approach which promotes self-direction and positive self-image; set high standards for student behavior and manager inappropriate behavior effectively.
- Maintain a functional and pleasant learning environment
- Cooperate with school and diocesan administration; work effectively with all staff members to promote positive relationships with students and parents.
- At all times demonstrate professional responsibility in enforcing diocesan and school policies and regulations.
- Maintain confidentiality of information, display sound judgment in dress and general behavior.
- Perform other duties as assigned

**Physical/Mental Requirements:** Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment

**Required Activities:** Walking, sitting standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding

**Basic Qualifications**

- A working knowledge of and a strong commitment to the mission of fostering lay leadership in the Catholic Church. If a baptized Catholic, must be a practicing Roman Catholic in full communion with the Church
- Excellent communications skills including written, verbal, public speaking, and presentation skills
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player
- Be available for evening and weekend work as necessary; have reliable transportation
- Be able to manage multiple tasks simultaneously
- Proficiency in the use of computer technology including word processing and the use of excel and related technology; ability to maintain confidentiality
- Flexibility in assessing needs and strategies and adapt appropriately in a ministerial environment
- The ability to successfully complete a criminal history and background check
- Professional bearing and clean and neat personal appearance

**Education and Experience**

- A BA in Education
- Certified by the State of Arizona as a Teacher
- Level I of the Diocesan Ministry Certification

**To Apply:**

Visit <http://www.diocesetucson.org/schools2K6employ.html> and follow the instructions for prospective full-time teachers. Fill out and submit all required forms and send them with a letter of interest to:

St. Joseph Catholic School  
215 S. Craycroft Road  
Tucson, AZ 85711

For additional information, call 520-747-3060 between 8 a.m. and 3 p.m. Monday through Friday.

**February 2009**