



St. Barnabas Catholic School
Developing Mind, Body, and Soul

9200 Olde Eight Road, Northfield, Ohio 44067 | 330-467-7921 | www.sbcatholicsschool.com

Job Description: Primary Teacher

LOCATION: St. Barnabas Catholic School

REPORTS TO: Principal

TERM: 10 Months (Contract)

POSITION SUMMARY:

The First Grade teacher will serve as a member of the First Grade teaching team who is committed to fulfilling the school's vision, mission, core beliefs, and goals collaborating regularly with the other members of the team to plan integrated units, activities, and discuss students to promote the educational needs of each individual.

This position requires an acute understanding of the developmental uniqueness of the early childhood learner and a desire to work with and advocate for this age group. St. Barnabas strives to provide students the opportunity to acquire both core knowledge and a firm grasp of reasoning and practice in inquiry and research. Hands-on learning activities and assessments that make connections to student's world around them are essential to our program; preferably through integrated subject units.

St. Barnabas is dedicated to providing a student-centered, collaborative and cross-curricular approach in support of literacy in all subject areas. Such an approach, we believe, will best prepare and empower students to become responsible, lifelong learners and competent, compassionate, effective communicators.

ESSENTIAL FUNCTIONS:

- Teaches content and skills in Reading Readiness, Phonics, Writing, Math Concepts and Number Sense, gross and fine motor development, social/emotional skills, and religion utilizing curriculum designated by the Diocese of Cleveland and St. Barnabas School.
- Instructs students in Catholic christian values, citizenship and basic subject matter specified by St. Barnabas School, the Diocese of Cleveland and the State of Ohio.

- Adapts material and methods to develop relevant sequential assignments and lesson plans that guide and challenge students.
- Develops lesson plans and supplementary materials compatible with the basic instructional philosophy and congruent with St. Barnabas School, Diocese of Cleveland and Ohio Department of Education standards; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
- Evaluates academic and social growth of students, prepares report cards, keeps appropriate records to include attendance reports, checklists, and other recordkeeping activities as necessary.
- Encourages students to think independently and to express original ideas.
- Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and attitude problems.
- Communicates with parents and school counselors on student progress.
- Supervises students in assigned out-of-classroom activities during the working day.
- Participates in faculty committees and the sponsorship of student activities.
- Administers testing in accordance with St. Barnabas Testing practices.
- Models non-discriminatory practices in all activities.

OTHER FUNCTIONS:

- Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
- Participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities.
- Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
- Work collaboratively with staff members, students and families.
- Modify assignments and assessments to meet individual students' needs including those on a Service Plan or IEP.
- Maintain positive classroom management strategies.
- Be open to continuing professional development opportunities.
- Knowledge of Google platform, including Google Classroom.
- Willingness to learn various software applications.
- Maintains punctuality and regular attendance.
- Performs any other related duties as assigned by the Principal or other appropriate administrator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate clearly and concisely in both written and oral form
- Ability to maintain confidentiality
- Ability to demonstrate strong human relations skills
- Ability to have strong, positive and effective communication and interaction skills when dealing with co-workers, students, administrators, parents, visitors and/or the community
- Knowledge and proficiency in the use of computers and other technology programs and equipment
- Ability to coordinate his/her daily activities and schedule
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm under trying circumstances
- Ability to work with frequent interruptions
- Ability to maintain various organizational systems needed at the school
- Ability to maintain efficient classroom procedures and a system for keeping track of student progress
- Ability to meet timelines and deadlines
- Ability to report status of projects in a timely matter
- Ability to perform multiple tasks

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

Must possess a Bachelor's or Master's degree in Early Childhood Education or a related field. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

OTHER REQUIRED LICENSES AND CERTIFICATES

Diocese of Cleveland Religious Certification or willingness to obtain, Virtus Certificate or willingness to obtain, CPR, BCI/FBI

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Must have the ability to sit and stand for extended periods of time; to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

SUPERVISION EXERCISED:

Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

WORK HOURS:

Mid August - Mid June. 7:15 AM-3:15 PM when school is in session. Catholic Schools Week Open House, Meet and Greet, Ignite Gala, 8th grade Graduation and other designated out of school functions as requested throughout the school year.

OTHER BENEFITS:

Full time Employees are eligible for Individual or Family Health Benefits, Dental and vision plans, Prescription Drug coverage.

Employees with children attending St. Barnabas School are eligible for all scholarships, grants and aid available through state, diocesan, and parish offerings. Additionally, employees may benefit from 50% off of extended daycare services and free daycare services when teachers are required to be present for meetings such as but not limited to:

- Opening of school
- After school Professional Development
- Before school staff meetings