



FAITH • LEADERSHIP • SERVICE

ST. JOSEPH'S SCHOOL

THE CATHOLIC SCHOOL OF ST. FRANCIS DE SALES AND ST. JOSEPH'S CHURCH

4th Grade Elementary Teacher – Full Time

This document provides a job description and application for a full-time elementary teaching position at St. Joseph's School. We encourage all potential applicants to read through the job description before completing the attached application.

To apply for the position, please submit the attached application, your resume and credentials, and a list of three references to Laurie Johnson by mail (St. Joseph's School, 1005 2nd Ave. S., Moorhead, MN 56560) or by email (<mailto:laurie.johnson@stjoesmhdschool.com>).

St. Joseph's School
Elementary Teacher (4th Grade)
Position Description

Reports To: Principal

Terms of Employment:

- Successful applicant assume all responsibilities of teaching position.
- The school year begins on the Tuesday following Labor Day and ends the Friday before Memorial Day. Teachers are expected to be on campus a half hour before school begins on all school days and present for numerous professional development workshop days as dictated by the school calendar (including dates before school begins).

School Mission:

As a school community, it is our mission to:

- Lead children and families to Christ within the Catholic-Christian community.
- Foster the spiritual, academic, social, emotional, and physical development of each person.
- Prepare our students to use knowledge and faith to be a light for the parish, community, and world.

Everything we do at St. Joseph's School should reflect our three-part mission statement.

Job Goal:

To develop the intellect and faith of the students of St. Joseph's School through excellent instruction focused on student learning.

Preferred Qualifications and Credentials:

1. Bachelor/Masters degree in education and/or related field
2. Valid Minnesota teaching license
3. Knowledge of content areas and structured unit and lesson planning
4. Student-centered teaching style focused on student learning
5. Collaborative working ability with peers
6. High sense of professionalism

Essential Duties and Responsibilities:

Teachers at St. Joseph's School fulfill essential duties and responsibilities according to five domains of Catholic-Christian education:

- **Domain 1 – Faith Development:** Teachers are positive faith models for students and colleagues, teaching about the beliefs and practices of our faith. More specifically, teachers will:
 - Make our faith evident, most notably in all curriculum areas and in the classroom environment.
 - Foster the spiritual development of the students and the school family at-large.
- **Domain 2 – Planning and Preparation:** Teachers will possess a comprehensive understanding of the content to be taught, knowledge of the students' backgrounds (personal, social, educational), and design effective instruction and assessment. More specifically, teachers will:
 - Design sequential and effective standards-based instruction that engages all students in learning.
 - Select and generate appropriate instructional goals and objectives that demonstrate a strong knowledge of content areas.
 - Accurately assess student learning through formative and summative assessment.
 - Demonstrate a variety of instructional and assessment techniques that appropriately meet students' diverse needs and learning styles.
- **Domain 3 – The Classroom Environment:** Teachers will establish an environment conducive to learning, including both the physical and interpersonal aspects of the environment. More specifically, teachers will:
 - Create an environment of respect and rapport that honors the dignity of all students.
 - Establish a culture of learning and an environment of positive social interaction that actively engages students in learning and self motivation.
 - Establish and implement appropriate classroom procedures that effectively manage student behaviors.
 - Establish and maintain a classroom expectation that challenges students to strive for excellence in all that they do.
- **Domain 4 – Instruction:** Teachers will engage students in learning. Specifically, teachers will:
 - Communicate clearly and accurately in explaining lesson objectives and assignments; in maintaining clear, firm, and reasonable work standards; and in other areas of instruction as appropriate.
 - Effectively adapt instruction based on formative assessment to ensure student learning.
 - Use appropriate and varied instructional techniques that effectively utilize resources to maximize student learning.
- **Domain 5 – Personal/Professional Responsibilities:** Teachers will display a high level of professionalism. Specifically, teachers will:
 - Grow and develop professionally, seeking out opportunities to improve educational knowledge.
 - Demonstrate a commitment to the betterment of the school through enthusiastic participation on committees and non-instructional duties as assigned.
 - Exhibit a high level of professionalism at all times by efficiently handling administrative matters, speaking and writing effectively, properly adhering to internal procedures and policies, effectively interacting and clearly communicating with co-workers and families, and maintaining accurate records.

Most importantly, teachers at St. Joseph's School enjoy being with students and foster their spiritual, academic, social, emotional, and physical development through the duties outlined above.



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Elementary Teacher (4th Grade)

St. Joseph's School is committed to the principles of Equal Employment Opportunity. We believe our continued success depends on the full and effective utilization of qualified persons, regardless of race, color, creed, national origin, sex, age, handicap, marital status, Vietnam Era military service and any other legally protected class. False statements on the application could be grounds for disqualification.

PERSONAL DATA			
First Name	Middle Initial	Last Name	
Current Address (Street)	City, State, ZIP, County (NOT country)		
Permanent Address (if different from above)	City, State, Zip		
Home Phone	Cell Phone	Alternate Phone	
E-mail Address		How do you prefer we contact you? Check the best option(s) <input type="checkbox"/> Email <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Alt Phone	
Are you authorized to work in the United States permanently? <input type="checkbox"/> Yes <input type="checkbox"/> No			
EDUCATION			
List your last high school and all business, trade schools, and colleges attended – starting with the most recent:			
School Name	Last Year Completed	Degree	Major/Minor
City, State	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> >4 <input type="checkbox"/>	GPA	
School Name	Last Year Completed	Degree	Major/Minor
City, State	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> >4 <input type="checkbox"/>	GPA	
School Name	Last Year Completed	Degree	Major/Minor
City, State	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> >4 <input type="checkbox"/>	GPA	
School Name	Last Year Completed	Degree	Major/Minor
City, State	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> >4 <input type="checkbox"/>	GPA	
LICENSES			
List all active and inactive certifications:			
Type:	State:	License # :	Date:
Type:	State:	License # :	Date:

St. Joseph's School, Elementary Teacher Application, Page 2

EMPLOYMENT HISTORY

Enter information for your last 4 employers – starting with the most recent.

Employer	Duration of Employment From: _____ To: _____
Address (City & State)	Name of Supervisor & Their Title
Position Title	Phone Number of Supervisor or Company
Reason for Leaving	If this is your current employer, may we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Duration of Employment From: _____ To: _____
Address (City & State)	Name of Supervisor & Their Title
Position Title	Phone Number of Supervisor or Company
Reason for Leaving	If this is your current employer, may we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Duration of Employment From: _____ To: _____
Address (City & State)	Name of Supervisor & Their Title
Position Title	Phone Number of Supervisor or Company
Reason for Leaving	If this is your current employer, may we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Duration of Employment From: _____ To: _____
Address (City & State)	Name of Supervisor & Their Title
Position Title	Phone Number of Supervisor or Company
Reason for Leaving	If this is your current employer, may we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No

IMPORTANT – READ BEFORE SIGNING

I certify that the statements I have made in this application are true and complete. I authorize investigation of all statements contained in this application which St. Joseph's School may deem relevant to my employment, and authorize my previous employers or other persons having information concerning me or my record to report such information to St. Joseph's School. I also understand that any background check may include an internet search. I understand and agree that if it is subsequently discovered that the information herein is untrue or that I have failed to disclose a material fact, any offer of employment made to me by St. Joseph's School may be immediately withdrawn or if I am already employed by St. Joseph's School, I may be subject to immediate dismissal at St. Joseph's School's option. In such event, the withdrawal of any offer of employment made to me or the termination of employment shall be without any obligation or liability to me by St. Joseph's School other than for payment for wages at the rate agreed upon for any work I have actually performed for St. Joseph's School.

If I become employed by St. Joseph's School, I understand that I have the right to terminate my employment at any time, for any reason, and St. Joseph's School retains a similar right to terminate my employment at any time, for any reason. I further agree that no promises have been made to me by anyone from St. Joseph's School, which are not consistent with the above and that no promises, representations or guarantees concerning the terms of any employment offered me by St. Joseph's School are binding upon St. Joseph's School unless made in writing and signed by an authorized representative of St. Joseph's School.

Date _____ Signature _____

If an employment offer is made, we may require a certified copy of your transcripts.

To complete your application, please submit the following items with your completed application:

- Resume and credentials
- Three references (name and contact information)

Please submit all documents to Laurie Johnson, Principal