



## **Elementary Teacher – St. Mary’s School, Alma**

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**DATE: 4/21/2021**

**JOB TITLE: Kindergarten Teacher**  
**DEPARTMENT/OFFICE: St. Mary’s School**  
**SUPERVISOR: Principal**  
**STATUS: Full-Time**

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St. Mary’s Catholic School (Y5’s-6) has a teaching opening for the 2021-22 academic year. Interested parties should submit the following:

1. Cover letter
2. Resume
3. Letters of recommendation
4. A completed [Diocese of Saginaw application for employment](#)

Direct any materials/questions to:

**Lisa Seeley**  
**Principal, St. Mary’s School**  
[lseeley@nativityparish.net](mailto:lseeley@nativityparish.net)  
(Please list **St. Mary’s School** in subject line.)

### **I. GENERAL DESCRIPTION**

- *Plan, prepare and deliver lessons and instructional materials in-person and/or online in a fashion that facilitates learning for all students related to the appropriate content areas as defined by the school, principal, president, and/or superintendent.*
- *Assess student growth and performance in a fashion that supports student and school goals and provide feedback to appropriate parties.*
- *Implement and support school discipline policies and manage student behavior on the classroom.*
- *Maintain appropriate records related to student performance, student discipline, lesson planning, curriculum, and relevant communications.*
- *Communicate in a timely manner with all stakeholders (students, parents, colleagues, principal, superintendent and others, when appropriate).*
- *Support school activities (assemblies, etc...) by supervising student body.*
- *Participate in department, school, and diocese related events/meetings/professional development.*
- *Must support and reinforce the teaching of the Catholic Church.*
- *Other duties as assigned by direct supervisors.*

## II. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- *Direct report is to principal.*
- *Must develop collaborative and constructive relationships with fellow teachers, especially within academic department and the individuals responsible for curriculum and instruction*

## III. WORKING CONDITIONS

- *School / Classroom setting / Home*
- *Some night and weekend work may be required*
- *Must be in classroom / assigned location at least fifteen (15) minutes prior to the start of the school day and fifteen (15) minutes after the school day concludes.*
- *Must be able to speak and/or stand for an extended period of time*
- *Regular, reliable attendance is required for this position*

*Work is performed primarily in a classroom and/or office setting. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs. Some evening and weekend work may be necessary.*

## V. QUALIFICATIONS & SKILLS

- *A bachelor's degree or higher in an appropriate field*
- *A valid state of Michigan teaching certificate (or a commitment to enroll in a state approved program within six (6) months of hire.*
- *Regular, reliable attendance is required for this position*

### Direct any materials/questions to:

**Lisa Seeley**  
**Principal, St. Mary's School**  
**220 W Downie St.**  
**Alma MI 48801**  
**w. 989-463-4579**  
**f. 989-463-8297**  
**e. [lseeley@nativityparish.net](mailto:lseeley@nativityparish.net)**

Please list **St. Mary's School** in subject line.

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