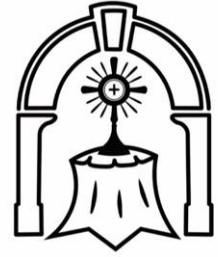




ST. BONIFACE CATHOLIC HIGH SCHOOL  
A CHESTERTON ACADEMY



Position Description

**Title:** Teacher

**Type:** Contract, Non-Exempt, Part time.

**Primary Purpose**

The primary purpose of the teacher under the direction of the Headmaster is to foster a love of the faith and a love of learning in accord with the mission of St. Boniface and Catholic Nacogdoches.

**General Summary:**

Under the headmaster's supervision, the accepted candidate is responsible for teaching part-time high school individual subjects for the duration of the school year (180 school days (block schedule) + professional development days). The teacher is responsible for fostering the formation of the whole person as a student at St. Boniface.

**Primary Responsibilities**

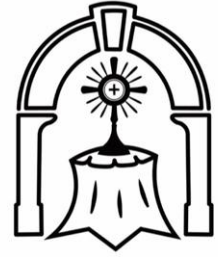
- Recognizes and supports the unique Catholic mission of the school by speaking, acting, and instructing consistent with the teachings of the Catholic Church; a teacher may not espouse any doctrine inconsistent with the teachings of the Church.
- Gives evidence of lived gospel values by being an active 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 practical 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 concepts and skills taught; consistently and effectively evaluate student progress.
- Establish a consistent disciplinary approach that promotes self-direction and positive self-image; set high standards for student behavior and manage 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.



## ST. BONIFACE CATHOLIC HIGH SCHOOL

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- At all times demonstrate professional responsibility in enforcing diocesan and school policies and regulations.
- Maintain confidentiality of information, and display sound judgment in dress and general behavior.
- Attend staff meetings.
- 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:**

- 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 Microsoft Office and related technology; ability to maintain confidentiality.
- Flexibility in assessing needs and strategies and adapting appropriately to a ministerial environment.
- The ability to complete a criminal history and background check.
- Professional bearing and clean and neat personal appearance.

#### **Education and Experience:**

- A bachelor's degree is required.
- A bachelor's degree in the subject material is preferred. If not, then at least 18 hours of university credit in the subject material.
- Teacher certification is not required, but helpful. Otherwise, 12 hours of teaching credits from a university, or the willingness to attend professional development to acquire these classes.
- For some courses, a specialty may be acceptable if the experience is extensive.