

Primary Teacher – Job Description

Under the supervision of the school principal

The primary teacher is responsible for delivering an educational program aligned with the philosophy and objectives of the Diocese, Catholic education principles, and the mission of our school. This educator fosters a faith-filled, **inclusive, and developmentally appropriate** learning environment for students.

Key Responsibilities:

- Keeps accurate and up-to-date records, including attendance, grades, progress reports, and student benchmark testing including but not limited to math facts, running/reading records, and sight word checks.
Develops and implements lesson plans that meet curriculum standards and support students' spiritual, academic, social, and emotional growth.
- Delivers instruction through a variety of methods including direct teaching, demonstrations, and the integration of technology.
- Encourages student independence through self-help activities and developmentally appropriate practices.
- Provides academic and personal guidance to students, fostering a nurturing and respectful classroom culture.
- Maintains regular communication with parents, discussing students' academic performance, behavior, and social development.
- Keeps accurate and up-to-date records, including attendance, grades, and progress reports.
- Actively participates in school-wide professional development, in-service training, and educational research initiatives.
- Engages in school-related events, liturgies, and community activities as part of the school's mission and Catholic identity.
- Performs other duties as assigned, including supervision and extra-curricular responsibilities relevant to the role.

QUALIFICATIONS

A. Personal:

1. Understands, enjoys, and is sensitive to the needs of this age group.
2. Is firm, kind, and patient; demonstrates self-discipline and upholds a high standard of personal conduct; exercises sound judgment.

B. Professional:

1. Holds a bachelor's degree and State Certification.
2. Demonstrates competence in his or her field and maintains it through continued education and in-service training.

Benefits:

- Paid Time Off (PTO)
- Medical, Dental, and Life Insurance
- Pension Plan

Please send letter of interest and resume to Amy Evans aevans@oss-shamrocks.com or to 455 East State Street Jacksonville, IL 62650