

POSITION NAME: Full-Time Elementary Teacher	SCHOOL: St. Francis of Assisi Catholic School
REPORTS TO: Principal	EFFECTIVE DATE: August 31, 2026 (190 Days with 173 Student Contact Days)

GENERAL STATEMENT OF DUTIES: The teacher collaborates in the effective operation of a Catholic education program by supporting the goals and spirit of Catholic education in general and the school programs in particular; ensuring an effective instructional program; continuing in professional growth; encouraging student educational growth.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

A teacher is expected to have competencies in the following major areas.

I. COMMUNITY OF FAITH

- A. Supports and implements the mission/philosophy of Catholic education and the school
- B. Respects the cultural diversity unique to the school and actively works to reduce biases /stereotyping
- C. Speaks, acts, and instructs students in a manner that is consistent with the teachings of the Church on issues of faith and morals
- D. Participates in building faith community

II. INSTRUCTIONAL PROCESS

- A. Demonstrates evidence of prior planning and preparation
- B. Presents classes clearly and effectively
- C. Evaluates student progress effectively
- D. Uses a variety of techniques for communicating student progress in a timely manner
- E. Provides for individual differences amongst students
- F. Demonstrates ability to motivate students
- G. Maintains an atmosphere conducive to learning
 - a. Physical Environment:
 - Establishes efficient classroom routine
 - Provides a physical environment which is conducive to good health and safety
 - b. Learning Atmosphere:
 - Supports school discipline plan;
 - Establishes and clearly communicates expectations and consequences for student behavior
- H. Knows and uses technology appropriately

III. INTERPERSONAL RELATIONSHIPS

- A. Works cooperatively with administration
- B. Supports and enforces Archdiocesan and school regulations
- C. Works positively with colleagues, support and parish staff

- D. Demonstrates positive interpersonal relations with students
- E. Maintains positive interpersonal relations with parents

IV. OTHER RESPONSIBILITIES

- A. Maintains a professional manner in the classroom and other related settings
- B. Demonstrates a sense of professional responsibility and leadership
- C. Reports any knowledge or suspicion of child abuse as required by law
- D. Accepts, willingly, extra assignments and supervisions (e.g. lunch, playground, and/or dismissal)
- E. Attends all faculty meetings, in-services, and other meetings as specified by the principal unless excused by the principal prior to the meeting
- F. Reviews fire and earthquake drills and emergency procedures and practices with students regularly
- G. Follows directives regarding collection of monies.

MINIMUM QUALIFICATIONS

Holds a valid teaching license as set forth by Oregon Teacher Standards and Practices Commission. License is commensurate with subject area.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle, and perform repetitive motions of the hands/wrists. May need to climb stairs and lift, carry, push and/or pull items up to 50 pounds. Must be able to respond effectively to emergency situations.

WORKING ENVIRONMENT

Work is usually performed in the school within the time frame. Staff is occasionally required to attend evening meetings and may oversee field trips and other special events. In addition, faculty/staff will attend any in-service or professional development meetings deemed necessary by the administration.

SUPERVISION

Exercises working supervision over students, Instructional Assistants and volunteers as necessary.

SALARY AND BENEFITS

Pay: Any offered salary is determined based on internal salary ranges, market data, applicant's skills and prior relevant experience, degrees and certifications.

Benefits:

- Health Insurance
- Dental and Vision Insurance
- 403 (b)
- Disability Insurance (option to buy in at employee's expense)
- Life Insurance (option to buy in at employee's expense)

APPLICATION

To apply, please send your letter of interest, resume, and references to development@saintfrancisschool.net.