



Walla Walla Catholic Schools  
Job Description  
7-12 English/L.A. Teacher

**Current Opening:** Middle and High School

English/Language Arts Teacher, Grades 7-12, Full-time position (may include non-history electives). Course responsibilities may include English and English composition classes.

Interested applicants should send a letter of interest and resume to Rosa Rivera [rrivera@thewwcs.com](mailto:rrivera@thewwcs.com)

**Job summary:** The teacher fulfills the mission and vision of WWCS by planning, guiding, and evaluating the learning process of the students in the school for whom the teacher is responsible within the framework of the school's philosophy, organization, and curriculum. The teacher provides the appropriate learning environment and activities designed to maximize student competencies and skills for intellectual, emotional, physical, social, and spiritual growth toward a successful future. The teacher has decision making responsibilities within essential job functions, in keeping with school policies.

**Relationship:** The position is hired and evaluated by the building principal in consultation with the President of WWCS.

**Essential job functions:**

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to the Gospel values by modeling the teachings of the Catholic Church
- Integrates mission and Catholic teaching into classroom instruction
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Maintains confidentiality regarding school matters
- Plans for instruction with specific student objectives and logically sequenced instruction based on adopted curriculum
- Uses appropriate material and resources for students to engage in learning
- Uses effective instructional methods according to professional standard practice
- Uses a variety of formative and summative assessments for understanding at an appropriate level
- Maintains current and accurate records

- Practices positive, consistent discipline in the management of the classroom Contacts parents when necessary for either academic or behavioral concerns
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professional work habits by regular attendance, honoring schedules/deadlines, organizing work, and conducting assigned tasks in an effective and efficient manner
- Keeps the Principal informed of areas of need and concern

**Important job functions:**

- Collaborates with peers to enhance the work environment and support instructional planning
- Works with members of the History and Theology departments to coordinate curriculum
- Conferences with parents upon request and responds to messages in a timely manner
- Demonstrates gains in student performance that are in keeping with school goals
- Demonstrates a willingness to respond to individual learning needs ● Attends school-wide functions and special events as required
- Maintains professionalism in dress and hygiene
- Attends faculty and staff meetings as required
- Follows rules and guidelines as set by the Principal and President

**Minimum qualifications:**

*Education:*

- Bachelor's degree in English or related field

*Certification/ Licenses:*

- Washington State Teaching Certificate in English, Language Arts or ability to attain one

*Experience*

- Teaching experience in high school and/or middle school English, Language Arts, Literature preferred.
- Knowledge of Catholic School setting preferred.

**Knowledge, abilities, and skills:**

- Knowledge of subjects taught, instructional methods/strategies, and curriculum differentiation
- Knowledge of child development, learning, and behavior
- Able to manage student behavior in classroom setting

- Able to communicate effectively both orally and verbally
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in pacing and differentiating instruction
- Skill in motivating and engaging students in the learning process
- Skill in organizing and relating information in an understandable format ● Skill in job appropriate technology
- Skill in critical thinking and planning

**Working Conditions:**

- Required to work or attend some nights and weekends activities
- Required to manage high to moderate levels of stress
- Required to teach 6 mods per day
- Required to be prepared for a school day regardless of time required
- Required to work in standard classroom and school conditions

**Mental/Physical Demands:**

- Required to lift or carry classroom supplies, textbook, furniture, and equipment ● Required to maintain composure and avoid displays of anger
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations with noise, activity, and inclement weather

**Additional Requirements:**

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

The Principal may assign other duties deemed necessary.