

## Job Opening

### Teacher: Middle School Language Arts

St. Anastasia Catholic School located in Fort Pierce is searching for a full-time Middle School Language Arts teacher. Applicant must be familiar with best practices in instruction and classroom management and be prepared to live out the mission of St. Anastasia Catholic School with our families. The Diocese is dedicated to providing excellent working conditions with competitive compensation in order to attract and retain an outstanding workforce.

The Diocese of Palm Beach offers a competitive benefits package to employees working 30 or more hours per work week consisting of comprehensive medical, vision, dental, LTD, group life insurance, and optional life insurance. The Diocese also provides a 403(b)-retirement plan to all employees. Information on our benefits and retirement programs can be found on the Diocesan website – [www.diocesepb.org](http://www.diocesepb.org)

### Qualifications

- Have a Bachelor's Degree – from an accredited college or university
- Have a valid State of Florida Professional Educator's Certificate with certification in English (grades 5-9), English (grades 6-12), or an Official Statement of Status of Eligibility in one of these areas.
- Prior teaching experience preferred
- Must fulfill and live the Mission of Saint Anastasia Catholic School
- Active Catholic Preferred
- Must be supportive and respectful of the mission and tenets of the Roman Catholic Church
- Proficiency in MS Office Suite, including Word, Excel, Outlook and Internet.
- Ability to multi-task, work independently and make responsible judgment calls.
- Ability to work effectively with Diocesan employees, department heads, representatives of other agencies and the general public.
- Excellent written, verbal and public speaking skills.
- Excellent analytical skills and problem-solving capacity.
- Ability to stay focused and organized.
- Strong interpersonal skills.
- Ability to respect confidentiality and consistently exercise discretion and good business judgment.
- Strong ethical values.
- Adheres to the Diocese of Palm Beach Code of Conduct

### Essential Duties and Responsibilities:

#### Ministerial Duties

- To give witness and example of Catholic values and aid in the Christian formation of the students.
- To support and exemplify in conduct and/or instruction both Catholic doctrine and morality; to refrain from any action which would reflect discredit on the Roman Catholic Church or be detrimental to its religious doctrines or tenets.
- To incorporate Catholic values and teachings into all instructional practices
- To lead and actively participate in school liturgies, prayer, and faith formation activities
- To serve as a role model of Catholic faith

## **Instructional Responsibilities**

Uses best practices to support learning by:

- Demonstrating knowledge of students by clearly stating instructional outcomes that reflect curriculum expectations for students.
- Designing coherent instruction (lessons/units) that have a clearly defined structure and logical supportive activities.
- Transferring content knowledge to students, through clear directions, procedures, and explanations that are clear and developmentally appropriate.
- Promoting learner engagement in an environment that is engaging and aligned to learning needs.
- Timely completion/submission of all required documentation related to parent communication, instruction, assessment, and grading.
- Supervising students during all student contact times/activities.

Assessment:

- Using assessment to advance student learning
- Uses formal and informal assessment data to design instruction for current and future instruction.
- Clearly identifies and communicates assessment criteria.
- Provides opportunities for student self-assessment and monitoring.

Professional Duties

- To follow all policies and procedures of the Diocese.
- Ability and willingness to work effectively with colleagues.
- To support the total school program.
- To develop healthy, professional relationships and positive communication with administration, faculty, parents and students.
- To assume a personal responsibility for contributing to the work of the school.
- To follow directives and teaching duties as required by the Principal which may include participation in school clubs, organizations and sports
- To participate in all workshops, parent and faculty meetings as required by the Principal or Diocese
- To give full support to the Diocese and local administration; to fulfill the duties inherent in the teaching profession; to further professional growth by participation in diocesan and local in-service days

## **Physical and Environmental Requirements**

- Frequent light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Occasional lifting and carrying up to 50 pounds
- Frequent use both hands and fingers (i.e. typing)
- Occasional extended periods of sitting
- Occasional periods of standing, kneeling and climbing
- Occasional ability of minimal hearing and routine hearing
- Frequent time spent working closely with others
- Occasional periods of time outside

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Please see the new Care Provider Background Screening Clearinghouse Education and Awareness website - <https://info.flclearinghouse.com>

To apply, please download and complete the Employment Application (can be found on the Diocesan website under the Employment tab) and submit along with a cover letter, and resume, to the attention of Dr. Kevin Hoeffner, Principal at [employment@sta.school](mailto:employment@sta.school) or [mmacadie@sta.school](mailto:mmacadie@sta.school).