



Saint Philip School
Middle School Language Arts and Religion Teacher
Job Description

The Roman Catholic Diocese of Providence acknowledges that the Catholic School teacher is vital to the educational mission of the Church. The teacher not only stimulates the acquisition of knowledge and understanding, but serves as a consistent, joyful and living witness to the teachings of Christ.

Saint Philip School is looking for a creative and enthusiastic person to serve as the full time Middle School Language Arts (7th & 8th Grade) and Religion (6th Grade) teacher. The Language Arts program at Saint Philip School is a comprehensive program addressing and demonstrating the appropriate intellectual, social, emotional, and spiritual development of students. It promotes the development of literacy, writing, and research skills for all students with an emphasis on enrichment, individual work skills, and the importance of working together as a collaborative group.

The teacher fulfills the mission of the Catholic school by providing an environment rooted in Gospel values and academic excellence. This position is hired and evaluated by the principal.

This position requires but is not limited to the following duties:

- *Supports and upholds the philosophy of Catholic education and the mission of the school
- *Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- *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 logically sequenced objectives and provides appropriate material and resources for students to engage in learning
- *Uses effective instructional methods/models according to professional standard practice
- *Uses varied assessment tools to perform both formative and summative assessments
- *Provides instruction and assessment for understanding
- *Maintains current and accurate records according to school policy
- *Practices positive, consistent discipline in the management of the classroom
- *Communicates and collaborates with parents, staff, and administration for optimal student progress regarding academic, behavioral, or safety concerns
- *Accepts constructive criticism and modifies instruction and/or assessment to improve instructional practices.

- *Deepens students' understanding of the English language through reading, writing and speaking
- *Chooses reading material for their students, and prepares assignments and discussion topics
- *Assigns writing projects and monitors students during the drafting process
- *Meets staff development guidelines as set forth by the Diocese/local administration
- *Demonstrates professionalism in conduct, demeanor, and work habits
- *Conferences with parents upon request and responds to messages in a timely manner
- *Demonstrates a willingness to respond to individual learning needs
- *Provides effective English Language Arts program of instruction for grades 7 and 8 based on the needs and capabilities of students
- *Incorporates multi-sensory lessons into daily instruction
- *Establishes and maintains standards of student behavior for a productive learning environment
- *Develops and maintains a classroom environment appropriate for all learners, within the limits of available resources, and consistent with current best practices in education and literacy that promote a love of reading and lifelong learning
- *Prepares lesson plans consistent with Diocesan policy and our school mission which includes providing students with the opportunity to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information while providing authentic, real world opportunities to engage with information
- *Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- *Incorporates technology into daily lessons to include but not limited to Chromebooks, Mimio projector, etc.
- *Demonstrates commitment to remaining current in professional practices and developments, informational technologies, and educational research applicable to middle school ELA programs
- *Maintains records as required by law, Diocesan policy, and administrative guidelines, and collaborating with colleagues on student progress
- *Attends and participates in Faculty Meetings, Diocesan Meetings, Professional Development Days, Faculty Committees, etc.

Interested parties who possess a *current teaching certificate or who have successfully completed all requirements to be eligible for a teaching certificate*, should send all inquiries to the attention of Cynthia Senenko, Principal, at csenenko@stphilipschool.com or (401) 949-1130.