

A brief specific description of the positions open at St. Thomas More School follows. At the end, you will find the Essential Duties, Other Duties, Job Requirements, Job Qualifications and Application Information applicable to all open positions.

### **Junior High Pre-Algebra and Algebra Teacher**

St. Thomas More School (Munster, Indiana) is seeking a Junior High Pre-Algebra and Algebra Teacher. Applicant must be a highly motivated, hard-working, and collaborative team player for this position. The applicant must be a practicing Roman Catholic with a strong Middle School/Junior High educational experience preferred. Our ideal candidate is enthusiastic, flexible and can think on the spot to problem solve. He or she should have a positive and patient attitude that empowers students. This position is full time (hours 7:30 - 3:30) with benefits.

### **Junior High Science and Biology Teacher**

St. Thomas More School (Munster, Indiana) is seeking a Junior High Science and Biology Teacher. Applicant must be a highly motivated, hard-working, and collaborative team player for this position. The applicant must be a practicing Roman Catholic with a strong Middle School/Junior High educational experience preferred. Our ideal candidate is enthusiastic, flexible and can think on the spot to problem solve. He or she should have a positive and patient attitude that empowers students. This position is full time (hours 7:30 - 3:30) with benefits.

### **5<sup>th</sup>/6<sup>th</sup> Grade Social Studies Teacher**

St. Thomas More School (Munster, Indiana) is seeking a 5<sup>th</sup>/6<sup>th</sup> Grade Social Studies Teacher. Applicant must be a highly motivated, hard-working, and collaborative team player for this position. The applicant must be a practicing Roman Catholic with a strong Elementary/Middle School educational experience preferred. Our ideal candidate is enthusiastic, flexible and can think on the spot to problem solve. He or she should have a positive and patient attitude that empowers students. This position is full time (hours 7:30 - 3:30) with benefits.

### **5<sup>th</sup>/6<sup>th</sup> Grade Religion Teacher**

St. Thomas More School (Munster, Indiana) is seeking a 5<sup>th</sup>/6<sup>th</sup> Grade Religion Teacher. Applicant must be a highly motivated, hard-working, and collaborative team player for this position. The applicant must be a practicing Roman Catholic with a strong Elementary/Middle School educational experience preferred. Our ideal candidate is enthusiastic, flexible and can think on the spot to problem solve. He or she should have a positive and patient attitude that empowers students. This position is full time (hours 7:30 - 3:30) with benefits. In addition to the below duties and requirements, must be working on or have a degree in theology or willing to participate in the Diocesan Lay Ministry Program. Must be able to assist in student sacraments and be able to incorporate philanthropic curriculum into a stewardship (service learning) environment.

### **Second Grade Elementary Education Teacher**

St. Thomas More School (Munster, Indiana) is seeking a Second Grade Elementary Education Teacher. Applicant must be a highly motivated, hard-working, and collaborative team player for this position. The applicant must be a practicing Roman Catholic with a strong elementary educational experience preferred. Our ideal candidate is enthusiastic, flexible and can think on the spot to problem solve. He or she should have a positive and patient attitude that empowers students. This position is full time (hours 7:30 - 3:30) with benefits.

**Essential Duties, Other Duties, Job Requirements, Job Qualifications and Application Information applicable to all open positions.**

#### **Essential Duties**

1. Plan, prepare and deliver instructional activities.
2. Integrate technology in all aspects of the classroom.
3. Create lesson plans and modify accordingly throughout the year.
4. Create instructional resources for use in the classroom.
5. Create projects designed to enhance lectures.

6. Create positive educational climate for students to learn in.
7. Grade papers, maintain grade books (Renweb), prepare and distribute required reports and perform other administrative duties as needed
8. Meet/communicate with parents on an ongoing basis through, but not limited to, conferences, email, and phone calls.
9. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
10. Observe and evaluate student's performance.
11. Establish and communicate clear objectives for all learning activities to students and parents through Renweb.
12. Utilize various curriculum resources that integrate competencies, goals, and objectives into lesson plans, making sure to reflect the diverse educational, cultural and linguistic backgrounds of the students served.
13. Meet course and school-wide student performance goals.
14. Work with Administration to ensure initiatives are being met.

### **Other Duties**

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities which occur in school including student clubs and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.
5. Participate in ongoing training sessions.
6. Read and stay abreast of current topics in education.
7. Develop professional relationships with other agencies and programs.
8. Tutor students on an individual basis as needed.

### **Job Requirements**

Promotes Catholic Identity and nurtures the education of students by planning and tailoring courses of study; monitoring, assisting with, and correcting, academic efforts; providing a safe environment conducive to learning; keeping parents informed. Must be Virtus trained.

### **Job Qualifications**

Hold a current valid Indiana Teacher's License. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This individual must be able to observe all their students and maintain discipline within the class. In addition to students, they interact with parents, other teachers and school administrators.

### **Application Instructions**

Please send letter of interest, resume, copy of teacher's license, three letters of recommendation, and completed application to [jobopenings@stm-school.com](mailto:jobopenings@stm-school.com).