

## **OVERVIEW**

Lock Haven Catholic School is looking for dynamic educators with strong interpersonal skills, experience with differentiating instruction, and are well-versed in the Catholic Faith for anticipated job openings in the 2024-2025 school year. The Diocese of Altoona-Johnstown Catholic Schools are known for fostering the ideal learning environment, where faculty and students have the opportunity to achieve academic excellence through a combination of rigor and innovation.

- There is currently a need for a Full-time ELA teacher.

## **KEY RESPONSIBILITIES**

-Maintains the Catholicity of the school.

-Instructs classes that incorporate a program of study to meet the individual needs, interests, and abilities of the students.

-Creates a classroom environment that is healthy, safe, and conducive to learning. - Prepares for classes and provides written evidence of plans.

-Encourages students to set and maintain standards of classroom behavior.

-Guides the learning process toward the achievement of curriculum goals.

-Establishes and communicates clear objectives.

-Employs a variety of instructional techniques and instructional media.

-Implements the Diocesan philosophy of education and instructional goals.

-Manages and monitors student behavior.

-Assesses students on a regular basis and provides progress reports.

-Identifies students with learning differences with the assistance of school personnel, the Intermediate Unit and/or local LEA guidance under the direction of the school principal.

-Protects students, equipment, materials, and facilities by taking all necessary and reasonable precautions.

-Maintains records according to law, district policy, and administrative regulations.

-Assists the administration with implementing policies and rules governing student life and conduct.

-Responds to and assists with student, staff, parental, and public inquiries in a timely manner.

-Possesses and exhibits extensive knowledge of content area, district curriculum, methodology, resources, and related technology.

- Participates in ongoing professional development.
- Establishes open communication with parents/guardians.
- Completes Basic Catechist Program.
- All other duties, as assigned. **QUALIFICATIONS**
- Supportive of the mission of the Catholic Church.
- Able to satisfactorily complete background checks and training applicable to diocesan and state requirements.
- Knowledge of basic music theory, mass hymns, and holiday/seasonal programs preferred.
- Advanced knowledge of Microsoft Office programs.
- Experience with online grading and record-keeping systems.
- Familiarity with PowerSchool.

### **WORKING CONDITIONS**

- FLSA Status: Salary Exempt
- Work Status: Full-Time
- Physical Requirements: Must be able to lift 25 pounds.
- Hours Per Week: 40 hours/week
- Work Schedule: According to school schedule as directed by the principal.