



PRESCHOOL THROUGH GRADE 1 2

WE PRAY! WE LEARN! WE ACHIEVE!

April 17, 2023

St. Patrick Catholic School, immersed in the teachings of the Catholic Church, is dedicated to providing excellent spiritual and academic formation in the development of well-rounded individuals centered in Christ.

St. Patrick Catholic School is seeking a full time K-5 certified teacher. This position is for the 2nd grade for the 2023 - 2024 school year.

Report to the Elementary Principal

**Job Description:**

- Implement developmentally appropriate lesson plans for all children in the classroom that fit with the philosophy of St. Patrick School.
- Organize each day's activities to provide children with a variety of experiences and opportunities that allow them to develop faith, curiosity, initiative, problem-solving skills, and creativity, as well as a sense of self and a feeling of belonging to the group.
- Additionally, qualified applicants must be dependable, flexible, and able to maintain confidentiality.

**General duties may include, but are not limited to:**

- Help build the school's faith community by a demonstrated willingness to participate in and plan school religious and service activities.
- Demonstrate effective planning skills by aiding in the preparation of lessons designed to implement stated goals and objectives and incorporate school curriculum and objectives in lesson plans.
- Organize classroom learning and materials to maximize student time on tasks as well as motivate student learning.
- Assist in the established and consistent disciplinary approach which promotes self-direction and positive self-image; set high standards for student behavior and manage inappropriate behavior effectively.
- Help maintain a functional and pleasant learning environment
- At all times, demonstrate professional responsibility in enforcing diocesan and school policies and regulations.
- Display sound judgment in dress and general behavior.

**Required knowledge/skills:**

- Practicing Catholic living in accordance with the Magisterium of the Catholic Church
- Proficient in written communication
- Expert in multitasking and problem solving

**Qualifications:**

- Valid Michigan elementary teaching certificate
- An understanding of appropriate instructional strategies for elementary students
- Knowledge about utilizing and planning for effective instructional uses of technology
- Knowledge of current curriculum as outlined by the Catholic Diocese of Grand Rapids
- An ability to work on and be a contributor to a highly professional team of teachers

Please send cover letter, resume, and Diocesan application [click here](#) for employment to:  
Cortney Smith, Principal

St. Patrick School

Email: [cortneysmith@portlandstpats.org](mailto:cortneysmith@portlandstpats.org)

The application deadline is May 12, 2023 by 4 p.m. with tentative interviews scheduled for the week of May 22, 2023.