



## **6-8 ELA Teacher – Our Lady of Lake Huron**

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**JOB TITLE: 6-8 ELA & 8<sup>th</sup> Grade Homeroom Teacher**

**DATE: 4/16/24**

**DEPARTMENT/OFFICE: Our Lady of Lake Huron, Harbor Beach**

**SUPERVISOR: Principal**

**STATUS: Part-Time**

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Our Lady of Lake Huron school (K-8) has a teaching opening for the 2024-25 academic year.

Interested parties should submit the following:

1. Cover letter
2. Resume
3. Letters of recommendation
4. A completed [Diocese of Saginaw application for employment](#)

**Position opening date:** July 1, 2024

**Position closing date:** When filled

**Direct any materials/questions to:**

Britt Mattys  
Principal  
bmattys@ollhschool.org

Resumes will be reviewed on a rolling basis.

### **I. GENERAL DESCRIPTION**

- Plan, prepare and deliver lessons and instructional materials in-person and/or online in a fashion that facilitates learning for all students related to the appropriate content areas as defined by the school, principal, and/or superintendent.
- Assess student growth and performance in a fashion that supports student and school goals and provide feedback to appropriate parties.
- Implement and support school discipline policies and manage student behavior in the classroom.
- Maintain appropriate records related to student performance, student discipline, lesson planning, curriculum, and relevant communications.
- Communicate in a timely manner with all stakeholders (students, parents, colleagues, principal, superintendent and others, when appropriate).
- Plan and support school activities (fundraisers, events, field trips, etc.) by supervising student body.
- Participate in department, school, and diocese related events, meetings, and professional development.
- Demonstrate flexibility when working with staff, students, and parents.
- Demonstrate the ability to work independently without direct supervision and within a team setting.
- Maintain a professional demeanor when dealing with difficult situations.



- Must support and reinforce the teaching of the Catholic Church.
- Other duties as assigned by direct supervisors.

**II. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Direct report is to the principal.
- Must develop collaborative and constructive relationships with fellow teachers, administrative, and support staff.

**III. WORKING CONDITIONS**

- School/Classroom setting/Home
- Some night and weekend work may be required.
- Must be in classroom/assigned location at least twenty (20) minutes prior to the start of the school day and twenty (20) minutes after the school day concludes.
- Must be able to speak and/or stand for an extended period of time.
- Regular, reliable attendance is required for this position.

Work is performed primarily in a classroom and/or office setting. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands, wrists, and feet. The employee may be required to lift up to 15 lbs.

**V. QUALIFICATIONS & SKILLS**

- A bachelor's degree or higher in an appropriate field
- A valid state of Michigan teaching certificate
- Adhere to Code of Ethical Conduct
- Must be fingerprinted, clear a criminal background check, and comply with other diocesan mandates for Protecting God's Children:

Because the teacher works in an environment with children, they must have completed VIRTUS within the Diocese of Saginaw, have been fingerprinted and had a criminal background check, agree to the Diocese of Saginaw Standards of Ministerial Behavior, and have positive references or recommendations.

**VI. ADDITIONAL REQUIREMENTS**

The Teacher/Minister understands that this is a ministerial position at a religious institution and that there is within the Catholic Church a body of officially taught and commonly accepted beliefs, the communication of which is a fundamental purpose and mission of a Catholic School and that its students and staff have a right to expect such communication implicitly and explicitly from its teachers regardless of the subject areas, grades, or courses being taught.



In both personal and professional life, the Teacher/Minister will exemplify the moral teachings of the Catholic Church and will not advocate, model, counsel or encourage beliefs or behaviors that are contrary to the teachings of the Catholic Church.