



**Position:** Junior High Latin Teacher

**Date Available:** 2021-2022 School Year

**FLSA Status & Hours:** Exempt Teacher-Minister Contract (Part-Time)

Approximately: 10:30am-1:00pm Daily (through the school year, slightly alternated schedules exist for mass & assembly days)

**Location:** [Gesu Catholic School, 2450 Miramar Blvd. University Heights Ohio 44118](#)

**Position Rational & Description:** The Junior High Latin Teacher will teach a required quarter-based Latin course to all 7th and 8th grade students. They will perform other teacher-minister responsibilities for Gesu Catholic School, a PreK-8 Catholic [Blue-Ribbon School of Excellence](#) and [Ohio Designated STEM School](#). Under the general supervision of the School Principal, the teacher will facilitate student success and growth in academic and interpersonal skills through implementing a Latin curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of individual students and by creating a flexible, safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc. The Latin teacher is a member of the Junior High Elective team with five full-time teachers that teach Music, Technology, Art, Physical Education, and Spanish and two part-time team members who teach Graphic Design and Entrepreneurship. The teacher provides daily instruction to one seventh grade class from 10:40-11:30 and one eighth grade class from 12:05-12:55. Alternate schedules exist for mass and assembly days. The teacher is provided a planning period between the two classes of approximately 35 minutes. Class size is approximately 15-20 students per quarter. For the 2021-2022 school year all quarters of grade 7 and three quarters of grade 8 will be starting at the beginning of Latin. Students in Quarter 1 for grade 8 already have one quarter of Latin experience. Additional support is provided to the teacher from the Intervention Assistance Team, Librarian, STREAM Director, Technology Director, parish staff, school office staff and School Administration.

**Preferred Applicant:** Bachelors from an accredited college or university in related discipline applicable to teaching assignment is required. Masters Degree in related areas preferred, not required. Practicing Roman Catholic is preferred, not required. Successful prior teaching experience for the appropriate grade levels is a plus.

**Knowledge, Skills, Abilities:**

- Knowledge of current teaching methods and educational pedagogy, as well as differentiating instruction based upon student learning styles.
- Knowledge of classical language (Latin) curriculum and concepts.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Skilled in verbal and written communications.
- Skilled in taking initiative, attention to detail, critical thinking, and problem solving.
- Skilled at working both independently and as a member of a team.
- Ability to strongly integrate technology and 21<sup>st</sup> Century teaching methods into daily instruction.
- Ability to utilize software programs such as Microsoft Office, Google Workspace for Education, online gradebooks, and various other technology software that helps to improve student learning.
- Ability to facilitate Project Based Learning (PBLs) with students regularly.
- Ability to organize, prioritize, and coordinate work.
- Ability to communicate effectively with administration, staff, students, and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

**Basic Job Description:** Under the supervision of the School Principal the Teacher will:

- Develop and administer curriculum consistent with Gesu Catholic School and the Diocese of Cleveland goals and objectives.
- Plan, prepare and deliver instructional activities that facilitate active learning experiences, using a variety of learning materials and resources.
- Develop lesson plans and instructional materials and translate lesson plans into learning experiences so as to best utilize the available time for instruction.
- Integrate technology into the curriculum and use a variety of student data and information to plan and deliver instruction.
- Promote a classroom environment that is safe and conducive to individualized, small group, and full class learning.
- Prepare the classroom for class activities and maintain a safe and clean classroom.
- Manage student behavior and maintain discipline in the classroom by establishing and enforcing rules and procedures, especially those outlined in the student handbook and technology acceptable use policy. Apply appropriate disciplinary measures where necessary.
- Conduct ongoing assessment of student learning, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual and small group instruction as needed. Reteach topics as needed that students do not master.
- Possess a strong knowledge of how to differentiate in the RTI (Response to Intervention) Process and special education plans of students and how accommodations and modifications affect the regular education classroom.
- Maintain proper licensure and continue to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Organize and maintain a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Coordinates with other professional staff members, especially within grade level, to evaluate and assess curriculum, and participates in faculty meetings and committees.
- Evaluate, requisition, and utilize appropriate books, instructional aids, subscriptions, supplies, and equipment.
- Supervise students in activities that take place out of the classroom during the school day, including activities involving student arrival and dismissal.
- Work with the level team to which you are assigned in a cooperative learning team environment.
- Support the school by participating in activities beyond the school day.
- Administer standardized tests in accordance with testing programs.
- Maintain high levels of confidentiality in relation to private or privileged information.
- Perform additional related duties and tasks as assigned by the school principal or designee.

**The successful candidate will demonstrate:**

- Personally
  - A strong commitment to the values of Catholic, Jesuit education
  - A work ethic defined by high standards of ethics and personal conduct, honesty, integrity, and professionalism
  - A commitment to continuous learning and improvement, growth mindset, and excellent organizational and communication skills
- In the classroom
  - Ability to establish a positive classroom culture that is built on strong teacher-student relationships and allows for fostering development, while providing a differentiated program addressing various skill levels
  - A dedication to student learning and achievement includes experience with inquiry-based teaching strategies, project-based learning and real-world applications.
  - High proficiency with the use of technology for teaching and learning
- Within our community
  - A desire to collaborate to develop and maintain strong collegial relationships
  - Ability to build on others' ideas, capitalize on others' strengths, and effectively share responsibility
  - A willingness to participate in or develop extracurricular activities, additional school initiatives, and support staff committees such as Spirituality, Curriculum, Student Programs, Technology, and Building Leadership.

**To Apply:** Please complete the Online Application and provide a cover letter, resume, and 3 references via our website <https://gesu.com/employment-opportunities/> by August 6th, 2021. Applications will be reviewed as they are received. Possible phone/Zoom interview to follow. Secondary interviews will be in person on campus. Upon offer and acceptance, all staff must be **VIRTUS** trained, drug tested, and subject to FBI and BCI background checks.

**Non-Discrimination Policy:** Gesu Catholic School admits and employs individuals of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students, faculty and staff at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, employment policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. Job Descriptions and responsibilities are subject to change at the discretion of the school administration.*