

**St. Thomas More** is seeking a 7th and 8th grade language arts teacher. The candidate must be a licensed teacher and available immediately.

Diocese of Gary Teacher General Responsibilities are:

- Teach and act in accordance with Catholic doctrine and the moral teachings of the Catholic Church;
- Know, teach, and act consistently in accordance with the mission, philosophy, ethics, objectives, policies and procedures of the Catholic school as outlined in Diocesan policy and the local school faculty handbook;
- Maintain state certification;
- Meet the requirements of religious formation as established by the Diocese of Gary within the acceptable time frame;
- Perform teaching duties as assigned by the principal;
- Provide age/grade appropriate, standards based instruction including lesson planning and assessment of student performance including testing, progress reports, report cards, and parent teacher conferences;
- Communicate regularly with parents/guardians, colleagues, and the principal;
- Participate in school-sponsored professional development programs;
- Attend required faculty and staff meetings; cooperate with the principal and staff members in school related committees, activities, and projects;
- Maintain accurate student attendance and academic records;
- Maintain a safe, orderly, secure learning and working environment;
- Supervise students according to schedule, i.e., during class changes, emergency drills, prayer and liturgical celebrations, field trips, and bus drop off/pick up;
- Participate in the annual performance review based upon the implementation of the general responsibilities of a professional educator;
- Maintain confidentiality and discretion regarding school personnel, students and their families, and general school matters.
- Contribute to the professional learning community and to school climate in a spirit of cooperation and collegiality.

The principal assigns additional tasks essential to the function of the position.

Please send a resume, references, and copy of a license to Mr. Jay Harker, Principal, [jharker@stm-school.com](mailto:jharker@stm-school.com).