

**1st Grade Teacher
Job Description
Gesu Catholic School**

Position Title: 1st Grade Teacher Job Description

Salary Range: \$36,000 to \$52,000 annually

Status: Exempt, full time

Position Start Date: August 15, 2024

To apply: Send a resume and cover letter to Mrs. DeLois Spryszak, Principal, at spryszak.d@gesudetroit.org.

Job Summary

The incumbent will be responsible for a 1st grade, self-contained classroom with instructional duties that span the core content areas of math, language arts, science, social studies as well as religion. Gesu is a Catholic school and believes in instilling principles of Christianity in its students; thus, the teacher is expected to understand and to teach principles of religion and faith-based values. The incumbent is expected to communicate with all stakeholders (students, parents, staff, etc.) consistently and effectively in order to build a solid learning environment. This includes providing academic feedback in the form of progress reports, report cards, phone calls and conferences for all students. The teacher is expected to play a key role in preparing students for success in future years. The teacher will report to work on school days at 7:20 am, and will, as necessary, be expected to attend to various after-school responsibilities including meetings, tutoring, extracurriculars, etc. The incumbent will work based on an August 15th to June 15th contract.

Responsibilities

- Prepare coursework and assignments for classes
- Grade tests, essays and reports, and other writing assignments
- Consistently create a high level of active student engagement and student-led learning
- Meet with colleagues to coordinate lesson plans
- Communicate regularly with families and implement clear communication systems
- Hold one-on-one conferences with students to keep them on track as necessary
- Meet with parents or guardians to discuss students' academic progress, remedial issues and behavior problems when necessary
- Supervise students during special activities
- Create substitute lesson plans as needed
- Care for and teach children of all socio-economic and academic levels and backgrounds
- Establish a consistent disciplinary approach which promotes self-direction and confidence; set high standards for student behavior and manage inappropriate behavior effectively
- Create engaging lessons and inspire students to learn
- Follow Michigan and Archdiocese of Detroit standards for a first-grade classroom
- Apply differentiated instruction and assessment that improves achievement for all learners in a learner-centered and collaborative environment
- Use technology to strengthen the teaching/learning process including Chromebooks, smart boards and online instructional platforms
- Use the FACTS Student Information System to record attendance, grades, assignments, lesson plans, etc.
- Instruct in an in-person setting and be prepared to instruct remotely
- Cooperate with school administration; work effectively with all staff members to promote positive working relationships
- Complete additional administrative, operational, and professional responsibilities and duties as needed, before or after school hours

Required Knowledge, Skills and Abilities

- Demonstrate the ability to communicate information clearly and effectively to students, staff and stakeholders.
- Exhibit professional, friendly, courteous behavior with students, staff and stakeholders.
- Possess knowledge of software normally used in an office and a classroom setting and computer skills adequate to perform the tasks associated with the job, as well as an ability to learn new technologies as necessary.
- Have good organizational skills and be detail-oriented.
- Be capable of multitasking, thinking creatively, and working with a sense of mission in order to do the work of the school.
- Strong English verbal and written communication skills.
- Appropriate general knowledge of several subject areas.
- Maintain confidentiality of all information obtained during the performance of duties. Use appropriate discretion when sharing confidential information. Demonstrate proper integrity, decorum and professionalism at all times in order to present Gesu School and Parish in a positive manner.

Required Qualifications

- Dedication to the mission of Gesu Catholic School
- Bachelor's degree in a teachable subject. Must meet State of Michigan requirements for teacher certification in the required subject area(s) and grade level.
- An analytical mind with an ability to think and act strategically
- Excellent organizational and classroom leadership skills
- Outstanding communication and interpersonal abilities
- Superior customer-service skills and mindset when working with parents and other stakeholders
- Proficient in the use of Microsoft Office and classroom management software
- Excellent written and oral communication skills
- Possess or obtain all required child-protection certificates and trainings

Preferred Qualifications

- One year of proven experience as an elementary teacher in a self-contained classroom setting.