

## St. Andrew Nativity School

### Job Posting

#### **Job Title: Social Studies Teacher**

Schedule: Full time/ 40 hours per week / 198-day contract

Salary Range: Commensurate on experience, plus health, dental, and vision benefits; disability coverage; and life insurance and retirement savings options.

Starting Date: August 2020 (Exact date to be determined by Principal)

Reports to: Principal

#### **Organization Summary:**

St. Andrew Nativity School is a tuition-free Catholic, Jesuit middle school serving young people of all faiths from low-income backgrounds and empowering them in their spiritual, intellectual, and personal development toward college and career readiness and becoming people for others.

Our engaged, energetic faculty is committed to helping students be successful academically and in life. Our school is a special place where faculty and staff get to know each student and his/her family personally. With small class sizes, teachers are able to personalize instruction and build relationships. Our faculty and staff work as a team with cross curricular planning, field trips, and programming aimed at expanding students' horizons.

Visit our website at [www.nativityportland.org](http://www.nativityportland.org) for more information about our school.

#### **Position Summary:**

The Social Studies Teacher is a full-time teacher delivering appropriate history, geography, current events, and other social studies curricula to classes of sixth, seventh and eighth grade students. Males and females are taught separately, and class size does not exceed 15. The Social Studies Teacher develops supportive relationships with students and designs curricula and learning experiences (i.e. guest speakers, field trips) that engage students in metacognition, skills development, reflection on experience, and content mastery.

#### **Nature and Scope of Responsibilities:**

As the school's Social Studies teacher...

- Teaches six 45-minute periods per day of instruction, 7:30-3:30
- Assists with extended day programming and supervision once a week until 5:30
- Demonstrates evidence of prior planning and preparation, presenting classes clearly and effectively and re-teaching as needed
- Evaluates student progress effectively, maintains students' records consistently and accurately, and communicates student progress in a timely manner
- Maintains an atmosphere conducive to learning through a predictable and healthy physical environment; effective classroom routines and discipline practices; and respectful, fair, and professional interactions with students

As a St. Andrew Nativity School employee...

- Supports and furthers the mission of Catholic Jesuit education and the school
- Possesses and demonstrates an openness to the Jesuit tradition of which St. Andrew Nativity School is a part and a willingness to continue growing in Jesuit formation

- Gives evidence of lived Gospel values, an attitude of service, a sense of mercy and justice in dealing fairly with students and parents, and a spirit of reconciliation when participating in problem situations affecting the community
- Respects the cultural and socioeconomic diversity of the school and actively works to reduce biases / stereotyping
- Collaborates with principal, counselor, student support coordinator, teachers, and families to address student needs
- Attends weekly staff meeting and other professional development activities offered, or as requested by supervisor
- Performs public relations and other duties as assigned, particularly student supervision and development efforts necessary to maintain a tuition-free school exclusively for low-income students
- Reports any knowledge or suspicion of child abuse as required by law
- Demonstrates a sense of professional responsibility and maintains a reasonable record of attendance and punctuality

### **Qualifications**

- Certified Licensed Educator or Bachelor's Degree in a related field required
- Appropriate graduate degree preferred
- Bilingual language skills preferred– proficiency in English and Spanish
- Practicing Catholic with knowledge of Jesuit spirituality a plus
- Flexibility in filling the gaps at a small school
- Accurate use of a computer word processing program, as well as office machines and audio-visual equipment as needed
- Ability to motivate and work with middle school students
- Ability to work with and respond to students and parents from diverse backgrounds and a variety of family situations
- Ability to work with colleagues and to communicate effectively (both verbally and in writing) with school personnel
- Ability to work proactively and positively with individuals and groups
- Ability to maintain the confidentiality of sensitive and confidential information
- Ability to drive students in the school's activity bus preferred

### **Essential Physical Requirements:**

Moderate degree of physical stamina, with occasional lifting of up to 10 pounds. Ability to move freely to various locations within the classroom and other supervisory settings. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

Multi-Cultural candidate preferred. Bi-Lingual candidate preferred.

### **Criminal Background check**

Per school policy all offers of employment shall be contingent upon the successful passing of a criminal background check.

### **How to Apply:**

Send your cover letter, resumé, and three professional references to Lizzie Petticrew, principal:

[lpetticrew@nativityportland.org](mailto:lpetticrew@nativityportland.org). No phone calls, please. References include name, professional relation to you, phone number, email. Position open until filled.