



# ST. MARY'S HIGH SCHOOL

## Job Description

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| <b>Position Title:</b>        | Minister Teacher  |
| <b>Department:</b>            | Theology Department   |
| <b>Reports To:</b>            | Head of School  |
| <b>FLSA Classification:</b>   | <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non- Exempt   |
| <b>School Classification:</b> | <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (<30 hrs/week)<br><input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal |

### Job Summary

The Minister Teacher at St. Mary's Catholic High School fulfills the mission of Catholic education by contributing to an environment that fosters intellectual, emotional, physical, social, and spiritual growth in our students. This role involves planning, guiding, and evaluating processes within the framework of the school's philosophy, organization, and curriculum. The Minister Teacher has decision-making responsibilities within essential job functions, in keeping with school policies and is hired and evaluated by the Head of School and Dean of Students.

### Essential Job Functions

All employees at St. Mary's Catholic High School are expected to:

- Support and uphold the philosophy of Catholic education and the mission of St. Mary's Catholic High School.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church in their professional and personal conduct.
- Support and adhere to the Code of Conduct and policies and procedures of St. Mary's Catholic High School and the Diocese of Colorado Springs.
- Abide by the Confidentiality Policy set forth in the Diocesan Employee Handbook.
- Demonstrate professionalism in conduct, demeanor, and work habits.
- Maintain a work schedule that maximizes availability to the school, students, and staff.
- Maintain positive and cooperative relations with parents, students, and school personnel.

- Participate in professional development opportunities to remain current with relevant standards and practices.
- Maintain regular, reliable and predictable attendance.
- Perform any other job-related tasks deemed necessary and/or assigned by the Head of School, Dean of Students, or their direct supervisor.

### **Important Job Functions**

All employees at St. Mary's Catholic High School are encouraged to:

- Collaborate with peers to enhance the work environment and support the overall mission of the school.
- Demonstrate a willingness to respond to individual needs within their scope of responsibility.
- Actively participate in the larger school community to contribute to a positive school culture.

### **Role-Specific Responsibilities & Duties**

- **Instructional Planning and Delivery:**
  - Plan for instruction with logically sequenced objectives, based on adopted curriculum, and submit according to school policy, adaptable for both in-person and online delivery.
  - Provide appropriate material and resources for students to engage in learning, leveraging both physical and digital resources.
  - Use effective instructional methods and models according to professional standard practice, including strategies optimized for virtual and blended learning environments when applicable.
  - Utilize varied assessment tools to perform both formative and summative assessments.
  - Provide instruction and assessment for understanding, ensuring continuity and quality across in-person and digital platforms.
  - Develop and implement an instructional program according to the needs of the students and the established curriculum.
  - Determine levels of student achievement and evaluate in relation to the school's goals and objectives.
  - Use a variety of teaching methods and resources to promote learning experiences.
- **Classroom Management and Student Support:**
  - Practice positive, consistent discipline and classroom management, effective in both physical and virtual learning spaces.
  - Maintain current and accurate records according to school policy (e.g., attendance, scholastic achievement, grades) utilizing digital learning management systems as required.

- Communicate with parents regarding academic, behavioral, or safety concerns in a timely manner, utilizing various channels appropriate for both in-person and remote interactions.
- Create a positive learning environment and organize the classroom to facilitate student learning, considering the unique dynamics of online and hybrid groups.
- Provide for the safety, welfare, and care of the students while they are in school.
- Develop a rapport with students to build trust and encourage their progress.
- Foster a classroom environment where students feel safe and comfortable taking risks and questioning to seek understanding.
- Promote student achievement by effectively managing a classroom of diverse learners.
- **Faith Formation:**
  - Demonstrate solid, in-depth knowledge of Roman Catholicism and be a practicing Catholic committed to their own faith life and that of the students.
  - Assist students in their faith formation utilizing a comprehensive theology curriculum (specifically for Theology Teachers).
  - Create engaging, challenging, and innovative lesson plans that encourage students to seek and explore their faith from a multi-faceted approach.

## **Minimum Qualifications**

### **Education/Certification:**

- Bachelor's degree from an accredited college or university.

### **Experience:**

- None required; however, prior teaching experience in a middle or high school setting is preferred.

### **Knowledge, Abilities, and Skills**

- **General:** Knowledge of the basic teachings of the Catholic Church. Able to communicate effectively in both written and verbal form. Able to work well with others in the school community. Skill in handling multiple tasks simultaneously. Skill in critical thinking and planning. Skill in job-appropriate technology. Skill in motivating and engaging students in the learning process. Skill in managing student behavior in a classroom setting.
- **Pedagogical and Subject-Specific:** In-depth knowledge of subjects taught, with an understanding of advanced concepts and their real-world applications relevant to higher education. Knowledge of differentiated instruction strategies to support a diverse range of learners. Skill in pacing and differentiating instruction. Knowledge of child development, learning, and behavior.
- **College & Career Readiness:** Knowledge of college admission requirements, standardized tests (e.g., SAT/ACT), and typical college-level academic expectations. Ability to design and deliver

rigorous, inquiry-based, and project-based learning experiences that foster critical thinking, problem-solving, and intellectual curiosity. Skill in developing students' executive functioning skills (time management, organization, self-advocacy). Ability to effectively teach and assess advanced research skills, including source evaluation, citation, and academic integrity. Ability to guide students in developing meta-cognitive skills (thinking about their own learning) and resilience.

- Technology: Proficiency in utilizing various learning management systems (LMS) (e.g., Canvas, Google Classroom) and other educational technology tools (e.g., video conferencing, digital content creation) for instruction and communication. Ability to adapt teaching strategies to meet the diverse needs of learners in both synchronous (live) and asynchronous (self-paced) online environments.
- Faith: Must be a practicing Catholic committed to their own faith life and that of the students

### **Working Conditions & Physical Demands**

- **Working Conditions:**

- Required to work in a standard classroom and school environment.
- Required to work some nights and weekends for school events, meetings, or extracurricular activities.
- Required to teach a minimum of a full school day.
- Required to monitor students in a variety of locations, including those with noise, activity, and inclement weather conditions.

- **Mental/Physical Demands:**

- Required to maintain composure and professional demeanor in high-pressure situations, including emotionally charged interactions with students, parents, and colleagues.
- Ability to effectively de-escalate heightened emotional situations and conflicts among students, employing calm, consistent, and respectful communication strategies.
- Skill in navigating complex parent interactions, including active listening, empathetic communication, effective reasoning, and constructive negotiation to resolve concerns and foster positive partnerships.
- Ability to manage and respond appropriately to a wide range of student behaviors, including those that may be disruptive or challenging, with patience and consistency.
- Capacity to adapt to changing circumstances, unexpected demands, and evolving student needs with flexibility and resilience.
- Required to manage high to moderate levels of stress inherent in a dynamic educational environment.
- Ability to prioritize multiple tasks and responsibilities effectively, often with competing deadlines.

- Required to lift or carry classroom supplies, textbooks, furniture, and equipment to a minimum of 35 pounds.
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis for extended periods.
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading.
- Ability to monitor students in a variety of locations, including those with noise, activity, and inclement weather conditions.
- Capacity for sustained mental focus and concentration throughout the school day for instructional delivery, grading, planning, and administrative tasks.
- Strong emotional regulation skills to effectively manage personal emotions while responding to the emotional needs of students.
- Ability to maintain a positive outlook and foster an encouraging environment despite potential setbacks or challenges.

## **Ministerial Exemption**

### **Ministerial Role and Responsibilities**

The employee serves as a minister of the faith, a position integral to the religious mission of St. Mary's Catholic High School. This role involves more than secular duties; it includes a direct and substantive role in sharing the Catholic faith, upholding its values, and participating in the school's religious mission. This may include, but is not limited to:

- Integrating Catholic principles and values into the curriculum and all aspects of school life.
- Serving as a witness and role model of the Catholic faith in both professional and personal life.
- Leading or participating in prayer, liturgies, and other religious services.
- Providing spiritual guidance and faith formation to students and the school community.

### **Employment Relationship**

By accepting this position, the employee agrees that their employment is religious in nature and that the school's hiring, evaluation, and termination decisions are based on both secular and religious criteria. The employee must act in a manner consistent with the teaching and values of the Catholic Church.

### **Legal Acknowledgement**

The employee acknowledges and agrees that their role falls within the ministerial exemption as recognized by law. This means that, in certain matters, the school's employment relationship with the employee is governed by the principles of church autonomy and not by certain federal, state and local laws. The employee agrees that any employment disputes arising from this role will be resolved in accordance with these principles and the dispute resolution process of St. Mary's High School [and/or the Diocese of Colorado Springs].

**Disclaimer**

This job description is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, technological developments, etc.).

All employees must adhere to the diocesan Code of Conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.