



Teacher, St. Nicholas Catholic School

Rupert, ID

St. Nicholas Catholic School is seeking a certified elementary school intermediate level teacher (either 3<sup>rd</sup> grade and/or 5/6<sup>th</sup> grade) for the 2018-2019 school year. St. Nicholas is located in Rupert, ID and is preschool through sixth grade with approximately 145 students. The candidate must possess or be eligible for a State of Idaho teaching certificate and have a commitment to Catholic education, but does not have to be Catholic. The candidate must be creative and caring, have strong communication and interpersonal skills, demonstrate successful experience in teaching or student teaching, have excellent classroom management, and be willing to participate in activities that promote the school. Retirement and medical benefits are available.

The position begins on or about August 15, 2018. Resumes will be accepted until the position is filled. Interested applicants should secure an application packet and instructions from the school by emailing [principal1@stnicholasrupert.org](mailto:principal1@stnicholasrupert.org) or by going on-line at [www.stnicholasrupert.org](http://www.stnicholasrupert.org).

### **Instructions for Submitting Applications for Teacher**

The following documents should be completed and returned:

1. Letter of Application
2. St. Nicholas Catholic School application form
3. Two Letters of Recommendation
4. Resume
5. Transcript

Completed application packets should be submitted via

1. Email: [principal1@stnicholasrupert.org](mailto:principal1@stnicholasrupert.org); OR
2. Mail to:  
St. Nicholas Catholic School  
PO Box 26  
Rupert, ID 83350  
Attn: Principal

**Job open until filled. Applications will be accepted until May 1, 2018.**

**Position begins on or about August 15, 2018**

Submittal of an application does not guarantee being interviewed. You will be notified if an interview is to be scheduled. Selection of candidates will be based on the evaluation of the submitted information.

If you have any questions regarding the application process, please email Wes Remaley at [principal1@stnicholasrupert.org](mailto:principal1@stnicholasrupert.org).



# Roman Catholic Diocese of Boise - St. Nicholas Catholic School

## Application for Employment – CERTIFIED Teaching Position

Date \_\_\_\_\_

Name \_\_\_\_\_

*Last*

*First*

*Middle*

Present Address \_\_\_\_\_

*Street*

*City*

*State*

*Zip*

Permanent Address \_\_\_\_\_

(If different from Present Address) *Street*

*City*

*State*

*Zip*

Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Religion \_\_\_\_\_ Parish/City \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No      If not, are you legally authorized to work in the U.S.? \_\_\_\_\_

Have you ever been convicted of a criminal offense?  Yes  No      What charge? \_\_\_\_\_ When? \_\_\_\_\_

*(A conviction will not necessarily disqualify you from the job for which you have applied.)*

**EMPLOYMENT DESIRED:**       Full Time     Part Time

**DO YOU HAVE A CURRENT IDAHO TEACHING CERTIFICATE?**     Yes     No

IF MULTIPLE OPENINGS, LIST IN ORDER OF PREFERENCE THE GRADES, SUBJECTS, AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Date you can start \_\_\_\_\_

Are you currently employed?  Yes  No      If so, may we inquire of your present employer?  Yes  No

Do you have experiences, training, skills(2<sup>nd</sup> lang.), licenses, or certificates that will be helpful in the job for which you are applying?

---

---

---

**EMPLOYMENT HISTORY** *Start with present or most recent employer and work backward.*

<b>Dates</b> <b>Month and Year</b>	<b>Name and Address of Employer</b> <b>and your Supervisor</b>	<b>Job Title and Duties</b>	<b>Reason for Leaving</b>
From ----- To			
From ----- To			
From ----- To			
From ----- To			

**EDUCATION**

	School Name and Location	Number of Years Completed	Did you Graduate?	Diplomas, Degrees, Major and Minor
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>	

**STUDENT OR PRACTICE TEACHING**

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1. COLLEGE SUPERVISOR
		2. COOPERATING TEACHER
		1.
		2.
		1.
		2.

**REFERENCES** Give three references other than relatives and previous employers who can tell us about your background.

Name	Address and Phone Number	Position/Business	Years Known

I certify that the information provided in this application is accurate and complete. I give my permission to St. Nicholas Catholic School to verify and investigate any and all information provided in this application. I also authorize my current and former employers, educational institutions, references, and any other persons and entities referred to in this application, to provide information to St. Nicholas Catholic School for employment-related purposes. I also give my consent to educational institutions that I have attended to disclose and provide to St. Nicholas Catholic School for employment-related purposes, transcripts containing information about me such as my courses of study, grades, credits, rank, and degrees conferred. I understand and agree that if I have provided any inaccurate, misleading, or incomplete information in this application or during the application process, such as during interviews, my application for employment will be rejected and, if I am hired, my employment will be terminated. I understand and agree that this application does not contain or imply any promise that I will be hired by St. Nicholas Catholic School, and that if I am hired, it does not contain or imply any promise that I will be employed by St. Nicholas Catholic School for any period of time or duration. I also understand and agree that, if I am hired, nothing in this application requires St. Nicholas Catholic School to have any cause or reason to terminate my employment.

---

*Signature*

---

*Date*

**What church do you attend? (If not attending, put "none".)**

---

**How long have you attended that church?**

---

**What ministries are you involved with in your church?**

---



---

---

---

**Would you give the school permission to contact your priest/pastor as a reference?**

**Yes    No    If yes, please provide name and phone number. \_\_\_\_\_**

**If you have students attending St. Nicholas Catholic School, please share why you choose to send them here.**

---

---

---

---



## Job Description

**Position Title:** Certified Teacher

**Qualifications:**

- Possess or be eligible for a State of Idaho Teaching Certificate
- Be willing to participate in, support, and promote education and activities consistent with the Catholic faith
- Complete and pass a criminal history and background check
- Complete Safe Environment Training
- Demonstrate successful experience working as an elementary school teacher/student teacher and possess a strong awareness of elementary philosophy and programs
- Strong interpersonal skills, especially verbal communication with parents and staff
- Ability to work with other teachers and support staff in a teamwork capacity
- Willingness to participate in activities that promote the school outside of the normal school day
- Possess strong classroom management skills
- Be creative and caring, able to work with students of varying backgrounds and abilities
- Willingness to participate in activities for catechetical training (faith classes and retreats)
- Live by the moral teachings of the Catholic faith

**Reports To:** Principal or designee

**Job Goal/Objective:** Promotes academic, spiritual, and social learning and growth consistent with Catholic values

**Principle Performance Responsibilities:**

- **Classroom Management**
  - Plans and prepares lessons appropriate to the curriculum and needs of individual students and the class as a whole
  - Submits lesson plans as directed by Principal
  - Organizes educational activities consistent with the lesson plans
  - Provides guidance and discipline as appropriate and necessary in accordance with school policy, using methods that enhance the awareness of proper Christian behavior
  - Creates and maintains a positive environment conducive to academic instruction and religious education
  - Maintains current and accurate records of students' progress and academic growth in accordance with school and other governing policy
- **Classroom Instruction**
  - Provides classroom instruction following Diocesan and State of Idaho curriculum guidelines
  - Utilizes a variety of techniques to motivate students to participate in educational activities and learning
  - Identifies student needs and work with appropriate support staff to meet the needs of the students
  - Maintains current classroom information and assignments on school's website

- Exercises a variety of presentation methods and media to enhance learning opportunities for students with varying styles of learning.
- Brings the Student Learning Expectations of Faith, Learning, and Service into the classroom and life of the students
- Intertwines Biblical and moral examples into all subjects
- Plans and supervises class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
- **Communication / Public Relations**
  - Provides classroom opportunities for parents to participate in activities with their student
  - Involve parent volunteers in activities
  - Demonstrates appropriate communication skills, oral and written, to students, faculty, parents, parish and community
  - Actively participates in extracurricular school functions, fund-raisers, and public relations activities, understanding the importance of good relationships with parents and parish community
  - Frequently consults with parents concerning student progress and development and during formal Parent Teacher Conferences
  - Provides the Principal with updates on student progress and development
  - Maintains student and school confidentiality
- **Spiritual Development**
  - Provides students and co-workers with positive role model, inside and outside of the workplace, of Christian values consistent with the Catholic faith
  - Actively participates in and promotes all liturgical functions celebrated as school functions
  - Participates in activities that enhance personal and staff spiritual development, including classes and retreats to be in compliance with Diocesan policy on personal spiritual development and catechist certification
- **General Duties**
  - Attend and participate in meetings
  - Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
  - Collaborate with other teachers and administrators in the development, evaluation, and revision of school programs.
  - Supervise students during recess
  - Lead lunch cleanup
  - Lead school-wide meetings/gatherings
  - Follow school and diocesan policies

**Evaluation Criteria:**

Formal: Formal evaluations conducted minimum once a year

Informal: As needed

Evaluated by: Principal