

## JOB DESCRIPTION

|                                            |                                        |
|--------------------------------------------|----------------------------------------|
| POSITION NAME: Preschool Teacher           | SCHOOL: Regis St. Mary Catholic School |
| REPORTS TO: St. Mary Campus Vice-Principal | EFFECTIVE DATE:                        |
| CLASSIFICATION: Exempt                     | CURRENT EMPLOYEE:                      |

**GENERAL STATEMENT OF DUTIES:** The preschool teacher collaborates in the effective operation of a Catholic education program by supporting the goals and spirit of Catholic education in general and the school programs in particular; ensuring an effective instructional program; continuing in professional growth; encouraging student educational growth.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

A teacher is expected to have competencies in the following major areas:

### I. COMMUNITY OF FAITH

A. Supports and implements the mission/philosophy of Catholic education and the school:

1. Supports the formal religious education program;
2. Respects the cultural diversity unique to the school and actively works to reduce biases /stereotyping.

B. Gives evidence of lived Gospel values:

1. Gives evidence to the importance of prayer and worship through active participation in planning and celebrating liturgical prayer, prayer services, faith-sharing activities, and other forms of prayer with the faculty, students, and parents (school community);
2. Speaks, acts, and instructs students in a manner that is consistent with the teachings of the Church on issues of faith and morals;
3. Integrates religious attitudes and values into secular subjects and into life both inside and outside of school;
4. Models an attitude of service and plans appropriate service projects with students;
5. Exemplifies a sense of mercy and justice in dealing fairly with students and parents;
6. Demonstrates a respect for all forms of life.

C. Participates in building faith community:

1. Contributes to a cooperative spirit within the school community;
2. Demonstrates a willingness to plan, encourage, and participate in community building activities (religious, social, and educational);
3. Welcomes all members to the community with a Christ-like spirit of openness, acceptance, and helpfulness;
4. Demonstrates a spirit of reconciliation when participating in problem situations affecting the faith community.

## II. INSTRUCTIONAL PROCESS

- A. Demonstrates evidence of prior planning and preparation:
  - 1. Follows curriculum guidelines and time allotments as established by the Archdiocese and the school;
  - 2. Reflects the school philosophy in the instructional process;
  - 3. Designs lessons in a clear, logical, and sequential format that implements stated grade level goals and objectives;
  - 4. Shows evidence of long and short range planning;
  - 5. Has needed materials and equipment readily available;
  - 6. Provides lesson plans for a substitute when absent.
- B. Presents classes clearly and effectively:
  - 1. Builds upon interest, abilities, and previous learning experiences of the students;
  - 2. Communicates learning objectives clearly to students;
  - 3. Employs a variety of teaching techniques;
  - 4. Develops thinking skills through use of appropriate questions and activities which provide opportunities for problem solving;
  - 5. Continually monitors students' application of skills and concepts and checks for comprehension;
  - 6. Promotes development of good study skills;
  - 7. Provides closure to each lesson;
  - 8. Uses instructional time efficiently and effectively.
- C. Evaluates student progress effectively:
  - 1. Uses evaluation techniques which support school philosophy and relate to curriculum guidelines;
  - 2. Provides prompt feedback of test results and assignments;
  - 3. Uses evaluation of student progress as a continual guide in planning and modifying instruction when necessary;
  - 4. Maintains students' records consistently, accurately, and neatly;
  - 5. Uses a variety of evaluation techniques: (for example, pre and post testing, textbook tests, teacher-made tests which include oral and written projects, and standardized testing);
  - 6. Uses a variety of techniques for communicating student progress in a timely manner: (for example, progress reports, report cards, parent conferences, and portfolios).
- D. Provides for individual differences:
  - 1. Addresses various learning styles of children by utilizing multi-sensory teaching strategies;
  - 2. Provides activities and materials that are appropriate for the development levels of the student, and re-teaches as needed;
  - 3. Groups students appropriate to each learning activity.
- E. Demonstrates ability to motivate students:
  - 1. Provides a variety of activities which encourage and promote maximum student involvement;
  - 2. Encourages creativity, critical thinking, and problem solving skills;



3. Challenges students and enthusiastically communicates expectations and purposes for learning;
4. Gives constructive feedback to students;
5. Elicits and responds to student questions;
6. Encourages students to participate in discussions;
7. Plans activities which relate to current situations within and outside the school.

F. Maintains an atmosphere conducive to learning:

1. Physical Environment:
  - a) Establishes efficient classroom routine;
  - b) Provides a physical environment which is conducive to good health and safety - adequate light, heat, air, and seating arrangements;
  - c) Maintains an attractive, orderly room with functional bulletin boards;
2. Learning Atmosphere:
  - a) Supports school discipline plan;
  - b) Establishes and clearly communicates expectations and consequences for student behavior, involves students in establishing rules and consequences for classroom behavior;
  - c) Is respectful, fair, and professional in relating to students;
  - d) Promotes self-discipline in students while reinforcing appropriate behavior;
  - e) Anticipates and corrects disruptive behavior constructively and consistently;
  - f) Is considerate of other staff members when implementing projects.

G. Knows and uses technology appropriately:

1. Personal Competencies:
  - a) Has basic computer skills;
  - b) Has word processing competencies;
  - c) Creates multimedia presentations;
  - d) Generates grades electronically.
2. Instructional Competencies:
  - a) Utilizes technology in research projects;
  - b) Utilizes technology in the lesson delivery;
  - c) Develops student assessment with technology component;
  - d) Fosters the use of email;
  - e) Encourages and uses the Internet in the lesson.

### III. INTERPERSONAL RELATIONSHIPS

A. Works cooperatively with administration:

1. Supports and enforces Archdiocesan and school regulations;
2. Avoids discussing disagreements with administration /faculty in the presence of students /parents/other staff;
3. Keeps principal informed of activities, problems, and communications;
4. Demonstrates openness and cooperation in working with the principal;
5. Informs principal of students with special needs.

- B. Works positively with colleagues and support and parish staff:
  - 1. Works cooperatively with colleagues;
  - 2. Makes appropriate use of support staff services;
  - 3. Shows appreciation for unique contributions of each staff member;
  - 4. Avoids idle and unprofessional talk about school personnel, students, and parents;
  - 5. Collaborates with others in planning and implementing projects.
- C. Demonstrates positive interpersonal relations with students:
  - 1. Promotes a positive self-image in students;
  - 2. Encourages students' self discipline;
  - 3. Interacts with each student in a mutually respectful and just manner;
  - 4. Is reasonably available to students during the school day;
  - 5. Maintains professionalism when relating with students;
  - 6. Uses discretion in handling difficult situations.
- D. Maintains positive interpersonal relations with parents:
  - 1. Respects and cooperates with parents as co-educators;
  - 2. Provides a climate which initiates and invites communication with parents;
  - 3. Communicates clearly, accurately, and consistently with parents;
  - 4. Gives serious consideration and appropriate action to parental comments and criticism;
  - 5. Participates actively in school sponsored parent meetings and programs.

#### **IV. OTHER PROFESSIONAL RESPONSIBILITIES**

- A. Maintains a professional manner in the classroom and other related settings:
  - 1. Displays emotional stability, sensitivity, appropriate humor, flexibility, good judgment, and a positive attitude;
  - 2. Dresses professionally and in accordance with school guidelines;
  - 3. Uses oral and written English correctly;
  - 4. Complies with the all policies stated in the Employment Agreement, Employee Handbook and Policies and Guidelines Handbook.
- B. Demonstrates a sense of professional responsibility and leadership:
  - 1. Maintains a reasonable record of attendance and punctuality;
  - 2. Refrains from entering into an agreement with any other school which would conflict with the Employment Agreement currently in effect;
  - 3. Maintains accurate student attendance records;
  - 4. Participates in school's self-study and evaluation activities.
- C. Reports any knowledge or suspicion of child abuse as required by law.
- D. Accepts, willingly, extra assignments and supervisions (e.g. lunch, playground, and/or dismissal).
- E. Attends all faculty meetings, in-services, and other meetings as specified by the principal unless excused by the principal prior to the meeting.

- F. Is responsible for the care and use of instructional materials, equipment, and school facilities.
- G. Reviews fire and earthquake drills and emergency procedures and practices with students regularly.
- H. Provides necessary documentation for personnel file.
- I. Follows directives regarding collection of monies.

#### **V. PROFESSIONAL GROWTH**

- A. Keeps abreast of developments in curriculum and methodology.
- B. Interacts with colleagues to further professional growth.
- C. Takes advantage of opportunities for professional improvement:
  - 1. Actively participates in the teacher evaluation process;
    - a) Accepts constructive criticism positively;
    - b) Corrects areas noted for growth;
  - 2. Participates in school, regional, or other in-services in consultation with the principal.
- D. Completes necessary work toward obtaining and/or maintaining a valid license.

#### **MINIMUM QUALIFICATIONS**

Early Childhood certification or equivalent experience.

#### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle, and perform repetitive motions of the hands/wrists. Teachers must be able to stand and/or sit for extended periods. May need to climb stairs and lift, carry, push and/or pull items up to 50 pounds. Must be able to respond effectively to emergency situations.

#### **WORKING ENVIRONMENT**

Work is usually performed in a school setting. Employee is occasionally required to attend evening meetings and may oversee field trips and other special events.

#### **SUPERVISION**

Exercises working supervision over students, Instructional Assistants and volunteers as necessary.

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Employee Signature/ Date

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Supervisors Signature/ Date



## AUTHORIZATION FOR DISCLOSURE OF INFORMATION

**APPLICANT:** Complete Section 1. If applicable, complete Section 2, using one Authorization for each current and former employer/education provider.

### SECTION 1

**Applicant Name** (First, Middle, Last) [include any other names previously used during employment] Please print.

☐ I have never worked for an education provider (employer providing educational services to minors).

**OR**

☐ I authorize the following employer/education provider to release to Regis St. Mary Catholic School all information related to any substantiated reports of child abuse, sexual conduct or crimes listed in ORS 342.143. I release the following employer and employees acting on behalf of the employer from any liability for providing information described in this document.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### SECTION 2

#### Current/Former Employer/Education Provider

The applicant named above is under consideration for employment at Regis St. Mary Catholic School. This individual has previously been employed with your organization. As a former employer, we request you provide the information requested on this form within 20 business days pursuant to ORS 339.374.

Education Provider: \_\_\_\_\_

Attn: Personnel Department

Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

### TO BE COMPLETED BY CURRENT/FORMER EMPLOYER ONLY

#### Applicant:

- ☐ Has not been the subject of a substantiated report of child abuse or sexual conduct.
- ☐ Is not the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct.
- ☐ Has been the subject of a substantiated report of child abuse or sexual misconduct.
- Dates of any substantiated reports: \_\_\_\_\_
- Please attach the definitions of child abuse and sexual conduct used when the education provider determined that any reports were substantiated and the standards used by the education provider to determine whether any reports were substantiated.
  - If the employee was convicted of a crime listed in ORS 342.143, please send the employee's disciplinary records as required by ORS 339.388 (7).

☐ Employer has no record of applicant's employment. Please explain: \_\_\_\_\_

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Job Title

Return completed form to:

Regis St. Mary Catholic School  
Principal, Rick Schindler  
550 W. Regis Street  
Stayton, OR 97383

## Employment Application

(School, Child Care Facility, Preschool Program, etc. \*)

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

Email Address: \_\_\_\_\_

May we call you at your current employment?      Yes      No

We are committed to providing equal employment opportunities for all persons without discrimination based on race, color, sex, national origin, age, disabilities, veteran status, or on-the-job injuries. As a religious organization, however, the Archdiocese is not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on religious belief or practice.

The overriding mission of a Catholic school is to develop and maintain a Roman Catholic faith community, and to offer a quality education that meets the needs of students and applicable educational standards. The school environment is intended to reflect the doctrines, laws, norms, and values of the Roman Catholic Church and a philosophy of education that fosters Catholic values for the entire school community.

In recognition of this unique commission, **all school personnel** – administrators, teachers, and staff – are called to be role models of the Gospel of Jesus Christ to share in the teaching ministry of the Catholic Church by modeling Christian values and living an exemplary life, both in and out of school. You will be expected to maintain by your words, actions and lifestyle a position that is in conformity with the teaching, standards, doctrines, laws, and norms of the Roman Catholic Church as interpreted by the Archbishop of Portland in Oregon, in his sole discretion.

## General Information

Position applied for: \_\_\_\_\_

Available to work: Full-time      Part-time      Temporary

Do you have a legal right to work in the US?      Yes      No

Are you at least 18 years of age?      Yes      No

Religious affiliation: \_\_\_\_\_

Have you ever worked or volunteered for the Catholic Church or a similar organization?      Yes      No

If yes, where? \_\_\_\_\_

How did you learn about us?      Advertisement      Friend      Walk-in      Relative      Other

\*This form may be used for a position in which federal, state, or local law requires consideration of an applicant's criminal history.

## Education

| Name and Address of School | Major | Years Completed | Degree(s) |
|----------------------------|-------|-----------------|-----------|
| High School                |       |                 |           |
| College                    |       |                 |           |
| College                    |       |                 |           |
| Other (Specify)            |       |                 |           |

1. Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for.
  
2. Why do you want to be considered for employment here?
  
3. Please list any job-related professional trade, business, civic activities, organization, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, or disability, etc.)
  
4. Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodation?  

Yes
No
If no, please explain:
  
5. Have you ever been convicted of a crime? (A conviction is not an automatic bar to employment. Each case will be considered on its own merits).  

Yes
No
  
6. Are you currently being charged with a crime?  

Yes
No

If yes, explain
  
7. Have you ever been the subject of allegations related to misconduct with children?  

Yes
No

If yes, please explain:



## Employment History

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/ most recent employer only after an offer has been extended unless you indicated below that we may contact them now. You may include volunteer activities/positions. Attach an additional page if necessary. Please complete this section even if you have submitted a resume.

|                     |                        |        |                          |  |
|---------------------|------------------------|--------|--------------------------|--|
| Current Employer    | Name of employer:      |        |                          |  |
|                     | Telephone #:           |        |                          |  |
|                     | Address:               |        |                          |  |
|                     | Employment dates:      | (From) | (To)                     |  |
|                     | Position:              |        | Supervisor:              |  |
|                     | Description of duties: |        | Ok to call at workplace? |  |
| Reason for leaving: |                        |        |                          |  |
| Previous Employer   | Name of employer:      |        |                          |  |
|                     | Telephone #:           |        |                          |  |
|                     | Address:               |        |                          |  |
|                     | Employment dates:      | (From) | (To)                     |  |
|                     | Position:              |        | Supervisor:              |  |
|                     | Description of duties: |        | Ok to call at workplace? |  |
| Reason for leaving: |                        |        |                          |  |
| Previous Employer   | Name of employer:      |        |                          |  |
|                     | Telephone #:           |        |                          |  |
|                     | Address:               |        |                          |  |
|                     | Employment dates:      | (From) | (To)                     |  |
|                     | Position:              |        | Supervisor:              |  |
|                     | Description of duties: |        | Ok to call at workplace? |  |
| Reason for leaving: |                        |        |                          |  |

Have you ever been suspended or asked to resign a position?    Yes                      No

Is there anything else you would like to tell us about yourself that would help qualify you for this job?

Please list 3 professional references:

| Name/Job Title | Organization | Telephone # | Years Known |
|----------------|--------------|-------------|-------------|
|                |              |             |             |
|                |              |             |             |
|                |              |             |             |

### Certification and Authorization Information Release

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Archdiocese, its employees, any individual or agency obtaining information for the Archdiocese, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misinterpretation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### At-Will Employment Statement

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with the Archdiocese at any time, for any reason. The Archdiocese may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Background Check Statement

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# EMPLOYEE RIGHTS

## UNDER THE NATIONAL LABOR RELATIONS ACT

The NLRA guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity. Employees covered by the NLRA\* are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace.

### Under the NLRA, you have the right to:

- Organize a union to negotiate with your employer concerning your wages, hours, and other terms and conditions of employment.
- Form, join or assist a union.
- Bargain collectively through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other working conditions.
- Discuss your terms and conditions of employment or union organizing with your co-workers or a union.
- Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a union.
- Strike and picket, depending on the purpose or means of the strike or the picketing.
- Choose not to do any of these activities, including joining or remaining a member of a union.

### Under the NLRA, it is illegal for your employer to:

- Prohibit you from soliciting for a union during non-work time, such as before or after work or during break times; or from distributing union literature during non-work time, in non-work areas, such as parking lots or break rooms.
- Question you about your union support or activities in a manner that discourages you from engaging in that activity.
- Fire, demote, or transfer you, or reduce your hours or change your shift, or otherwise take adverse action against you, or threaten to take any of these actions, because you join or support a union, or because you engage in concerted activity for mutual aid and protection, or because you choose not to engage in any such activity.
- Threaten to close your workplace if workers choose a union to represent them.
- Promise or grant promotions, pay raises, or other benefits to discourage or encourage union support.
- Prohibit you from wearing union hats, buttons, t-shirts, and pins in the workplace except under special circumstances.
- Spy on or videotape peaceful union activities and gatherings or pretend to do so.

### Under the NLRA, it is illegal for a union or for the union that represents you in bargaining with your employer to:

- Threaten you that you will lose your job unless you support the union.
- Refuse to process a grievance because you have criticized union officials or because you are not a member of the union.
- Use or maintain discriminatory standards or procedures in making job referrals from a hiring hall.
- Cause or attempt to cause an employer to discriminate against you because of your union-related activity.
- Take other adverse action against you based on whether you have joined or support the union.

If you and your coworkers select a union to act as your collective bargaining representative, your employer and the union are required to bargain in good faith in a genuine effort to reach a written, binding agreement setting your terms and conditions of employment. The union is required to fairly represent you in bargaining and enforcing the agreement.

**Illegal conduct will not be permitted.** If you believe your rights or the rights of others have been violated, you should contact the NLRB promptly to protect your rights, generally within six months of the unlawful activity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charges may be filed by any person and need not be filed by the employee directly affected by the violation. The NLRB may order an employer to rehire a worker fired in violation of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employees should seek assistance from the nearest regional NLRB office, which can be found on the Agency's website: [www.nlr.gov](http://www.nlr.gov).

Click on the NLRB's page titled "About Us," which contains a link, "Locating Our Offices." You can also contact the NLRB by calling toll-free: 1-866-667-NLRB (6572) or (TTY) 1-866-315-NLRB (6572) for hearing impaired.

\*The National Labor Relations Act covers most private-sector employers. Excluded from coverage under the NLRA are public-sector employees, agricultural and domestic workers, independent contractors, workers employed by a parent or spouse, employees of air and rail carriers covered by the Railway Labor Act, and supervisors (although supervisors that have been discriminated against for refusing to violate the NLRA may be covered).

This is an official Government Notice  
and must not be defaced by anyone.



U.S. Department of Labor