



THE BASILICA SCHOOL OF SAINT MARY STAR OF THE SEA

700 Truman Avenue, Key West, Florida 33040 (305) 294-1031 www.basilicaschoolkeywest.com
Founded in 1868 – Accredited by the Florida Catholic Conference

Position: Elementary & Middle School Teacher

Reports to: Principal

FLSA Status: Contracted

Date Prepared: January 25, 2022

PURPOSE

Coordinates and supervises the daily activities students in assigned classes and in activities that have been assigned.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

- Teaches assigned academic classes in a professional and effective manner
- Conscientiously performs out of classroom duties as assigned by the administration
- Upholds and models a moral code which is consistent with the teachings of the Roman Catholic Church and the mission and charism of the school
- Ensures that all assigned instruction and responsibilities reflect the Catholic mission of the school at all times
- Performs all assigned instruction and responsibilities in accordance with the educational objectives of the school
- Assists in the cooperative development of goals, objectives, and scope and sequence consistent with the school's mission and goals and in accordance with the Common Core standards
- Prepares weekly lesson plans and submits these to the principal as requested for review to assure that:
 - Plans follow the curriculum
 - Planned supporting activities are appropriate
 - Adequate academic progress is occurring
- Keeps accurate and appropriate grade and class attendance records on all students and submits these on time each quarter to the school office for issuance of grade reports
- Participates in the supervision and mentoring of student teachers and the mentoring of new teachers upon request
- Stays abreast of educational research and current literature in academic area and meets all ongoing educational and professional requirements for state certification
- Dresses in accordance with professional standards
- Becomes familiar with all policies stated in the faculty and student handbooks
- Assists in the enforcement of all school rules in and out of the classroom
- Fulfills all requirements of assigned supervisory duties
- Remains at school for the entire school day as prescribed for faculty and informs the administration in advance when it is necessary to be absent from duties or leave the premises for any reason
- Leaves directions for substitute teachers when absent



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- Remains available after student dismissal at the end of the day for advising and tutoring of students
- Attends faculty meetings, parent conferences, school programs, assemblies, liturgies, commencement and religious activities as indicated on the school calendar or other activities as requested by the administration
- Fully cooperates with administrators in the instructional supervision process and the performance appraisal process for teachers
- Completes all contractual obligations before checking out at the end of the school year.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Minimum: Bachelor degree in elementary education with temporary Florida certification
- Preferred: Master degree with Florida certification

Language Skills

- Good oral and written English-language communication skills, including clear speaking voice.
- Good Spanish-language or Creole spoken communication skills a plus.

Other Knowledge, Skills, Attitudes

- Demonstrated history of maintaining confidentiality concerning school matters
- Skilled in instructional technologies
- Proficiency in MS Outlook, Word, Excel, and PowerPoint are required
- Good spelling and grammar required
- Excellent interpersonal skills, including ability to maintain focus on and professionalism with people in challenging situations, both in person and by phone
- Good time management, including ability to manage several projects at the same time
- Must be able to multi-task and remain effective in an environment of competing priorities
- Must be supportive of the mission and tenets of the Roman Catholic Church
- Must have a professional demeanor

COMPETENCIES

Attention to Detail/Quality Orientation: Accomplishing tasks by considering all areas involved, including minute details; showing concern accuracy and good quality output; accurately checking processes and tasks. Monitoring activities.



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Coaching: Giving specific feedback to others for both affirmation and improvement to help others reinforce and develop specific knowledge/skill areas needed to perform tasks, interact well with others, or solve a problem.

Collaboration: Working effectively and cooperatively with others, asking clarifying questions for the purpose of achieving common objectives. Building and maintaining good working relationships with coworkers

Communication: Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Continuous Improvement: Taking initiative to improve processes, programs, situations, etc. Using a methodological approach to design, develop, implement and evaluate solutions

Continuous Learning: Seeking new opportunities for learning and remaining current on technologies, ideas, methodologies and other relevant disciplines, and applying learning on the job.

Critical Thinking Skills: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Customer Focus (Internal and External): Effectively meeting customer needs and taking responsibility for customer satisfaction.

Decision-Making: Selecting and taking the best course of action after comprehensively analyzing situations, problems, opportunities, strengths and weaknesses, and potential outcomes. Understanding potential consequences and choosing courses of action consistent with Church teachings.

Inductive Reasoning/Problem Sensitivity: Sensitive to observation and identification of issues presenting out-of-the-norm and that may be indicative of problems needing to be addressed.

Innovation: Generating new ideas for programs, development, activities, or technology to help enhance learning and other goals.

Obtaining Commitment: Using adaptive leadership / interpersonal styles and techniques to gain acceptance of ideas or proposals

Managing Diversity: Valuing and maximizing the potential of the talents, skills, and ideas of people of diverse cultural heritage and cognitive capabilities.

Managing Work: Effectively managing time and resources to ensure that work is completed to meet expectations.

Positivity: Approaching work and responsibilities with trust in ability to achieve successful outcomes while fully aware of reality.

Presentation: Presenting ideas effectively to individuals or groups when given time to prepare; delivering presentations suited to the characteristics and needs of the audience.

Work Standards: Set expectation of high performance standards and hold oneself accountable for accurate and timely completion of tasks and projects.

PHYSICAL DEMANDS AND WORK ENVIRONMENT



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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work long hours as needed to meet educational programs available in schools
- Must be able to speak publicly and actively interface with groups of adolescents for extended periods of time
- Must have required disposition and physical activity necessary to control behaviors of groups of adolescents and intervene when required
- Must be able to speak clearly and hear clearly
- Must have far visual acuity
- Must be able to push and occasionally lift objects weighing 25 pounds

DISCLAIMER

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

COMPENSATION

Certified Teachers \$44,000-\$111,000