

ST. AGNES SCHOOL

205 E 23rd Street
Scottsbluff, NE 69361
308-632-6918

www.st-agnes-school.com

Job Description for Elementary Teaching Position:

- This is a part-time classroom teaching position. The hours are from 7:45am to 3:45pm on certain days throughout the week. There will also be some instances where teachers are required to come during off hours such as: staff meetings, parent/ teacher conferences, all school musicals, Penny Carnival, Mardi Gras and the Premiere Event.

- Base Salary for part-time candidates is \$ 15,500.00. Hours beyond a BA will be recognized while the years of experience will begin with your employment at St. Agnes School.

- Fringe Benefits
Employee Benefit- \$ 100 for PT per month.
The first year this can be taken as extra salary. After the first year of employment, you can invest in a 403b plan. This also can be used in a cafeteria plan to offset medical expenses, or dependent care.

- 4 full days sick and 1 full day of personal leave during the year. Up to 10 full days can accumulate from year to year for emergency use, and 1 professional day per year.

St. Agnes School Classroom Teacher Job Description

Requirements:

Must hold a valid Nebraska Teachers Certificate.

Duties and Responsibilities included, but not limited to:

- Plan, organize, and provide appropriate learning experiences within assigned area(s) of responsibility.
- Establish and maintain a classroom atmosphere conducive to learning.
- Evaluate and interpret student learning in a professional manner.
- Identify special needs of students and seek help as needed.
- Make reasonable efforts to promote and maintain appropriate student behavior.
- Contribute to the continuous development of curriculum and the improvement of instruction.
- Maintain and submit necessary records and reports.
- Participate in faculty meetings, workshops, staff development programs, and other school sponsored activities.
- Assist in general building supervision and discipline control.



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APPLICATION FOR EMPLOYMENT

PERSONAL DATA

(Last Name) (First) (Middle)

(Home Address) (City, State, Zip)

(Home Phone) (Work Phone) (Social Security)

(Religion) (Parish)

EDUCATIONAL BACKGROUND

COLLEGE: _____

MAJORS AND MINORS: _____

Practice Teaching: _____

State Certification: _____
(State) (Type)

(Date of Issue) (Expiration Date)

Other Certification: _____
(State) (Type) (Expiration Date)

PREVIOUS EXPERIENCE

Positions in Educational Institutions: List all prior employment below. Put the most recent first.

CITY AND STATE	SCHOOL	GRADE	SCHOOL YEAR

Please fill out both sides

OTHER EXPERIENCE

Include all full-time non-educational employment during the past five years, whether or not it has pertinence for a position in education. In addition, list other experiences, which though not academic have been of service in preparing you for a position in education. List the most recent first.

EMPLOYER AND ADDRESS

NATURE OF EXPERIENCE

DATES

REFERENCES:

Three persons able to give information about your qualifications for the position for which you are applying.

NAME & ADDRESS

*PHONE#

OFFICIAL POSITION

*Must be provided

Please request a copy of your college credential file as soon as possible. Thank you.

Please attach to this application an essay explaining:

1. Why you chose teaching as a career.
2. Why you would like to teach at St. Agnes School

Signature

Date