



Living the Faith

Job Opening:

Elementary Teacher

Vision Statement:

CKS students will *live the Catholic faith* in a global society.

Mission Statement:

Christ the King School develops Character, Knowledge, and Spirit in its students and community by *living the Catholic faith* through sharing the sacraments, promoting academic excellence, and engaging in service.

Information about CKS:

- The Cathedral school of the Diocese of Lexington is the largest elementary school in the diocese.
- Named a Blue Ribbon School in 2006.
- Founded in 1951 and was staffed by the Sisters of Divine Providence until 1985.
- Schools 520 students in grades PK3 through 8 and 95% of students are Catholic.
- Fr. John Stowe, OFM Conv., is the Bishop of the Diocese of Lexington.
- Fr. Paul Prabell is the Rector of Christ the King
- Mrs. Paula Smith, Ed.S., is the Principal of Christ the King School.

Personal and Educational Requirements:

- Be a practicing Roman Catholic
- Certified Catechist
- Sacramental prep experience
- Meet state approved standards for teacher certification
- Hold a Bachelor's degree in education
- Teaching experience preferred

Job Description:

The teacher functions as a member of a Catholic school faculty, supporting the philosophy and mission of the school and instructing students in assigned subjects and grade levels. The teacher is expected to support the religious dimension of the school and have capabilities in the areas of instructional design, classroom management and communication skills.

The teacher is under the direction of the principal in all school matters and is obligated to observe conscientiously all regulations of the local school to which she/he is contracted, as well as policies of the Catholic Schools Office.

Teacher Duties are as Follows:

1. Support the philosophy of Catholic education.

2. Seek an understanding of, and implement the mission and educational philosophy of the local school.
3. Attend to related professional duties, including but not limited to:
 - Planning lessons with co-teacher, which follows standards and curriculum.
 - Preparing materials.
 - Helping individual students.
 - Maintaining an environment conducive to learning.
 - Reading professional literature.
 - Serving on school committees.
 - Conferring with the principal on instructional and disciplinary problems.
 - Instructing students in assigned subjects.
 - Directing and guiding students' learning throughout the day.
 - Differentiate instructional level to meet individual student needs.
4. Collaborate and plan with co-teacher in preparing students for the Sacrament of First Holy Communion.
5. Participate in all faculty meetings and prescribed in-service training opportunities.
6. Join with other staff members in supervising the students and maintaining order on the premises before, during, and after school. Be present during the school hours, according to the school directives.
7. Secure the approval of the principal for communications with parents as directed.
8. Contribute to the advancement of the physical well-being and wholesome mental attitudes of the students.
9. Make appropriate reports to the principal and parents concerning the educational growth and development of students.
10. Perform all duties required by Kentucky law, the rules and regulations of the State Board of Education, the policies of the diocese, the regulations of the school, and other assigned duties.
11. Maintains strict confidentiality on private matters pertaining to students and colleagues.
12. Maintains accurate student records.
13. Other duties as assigned