



Holy Redeemer School
501 South Whitney St.
Marshall, MN 56258
Phone: 507 532-6642
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POSITION DESCRIPTION

Date: May 20, 2021

I. POSITION TITLE: STARS Teacher

Hours: 3 to 15 hours per week when school is in session

- Work schedule to follow that is set by Holy Redeemer Catholic School.
- Additional attendance at special events may require evenings and weekends.

Benefits: Employee benefits shall be those selected by the employee as customarily provided by the employer. Further information is available in the specific benefits documentation.

FLSA: Non-exempt

Reports to: Principal

Receives work direction from: STARS Director, Principal and Pastor

Direct Reports: None

Provides work direction to: None

Resource Person to: None

II. PURPOSE OF POSITION

To provide supervision and instruction of students in the STARS after school program as instructed by the STARS Director or Principal following the school/parish mission statement.

The responsibilities listed below are representative of the job and are not inclusive. **Those preceded by an asterisk * are essential functions of the job.** Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

III. CHURCH EMPLOYMENT RESPONSIBILITIES

* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church and the Diocese of New Ulm. Their public behavior must not violate the faith, morals or laws of the Church, such that can embarrass the Church or give rise to scandal. **It is preferred that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church.** Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

IV. REPRESENTATIVE RESPONSIBILITIES

- * Help create a productive, positive, and harmonious work environment.
- * Be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all is taken care of in a professional and timely manner.

Regular Activities (Include, but are not limited to...)

- * Demonstrate effective and appropriate student/classroom management skills.

- * Maintain appropriate conduct in the classroom and throughout the school.
- * Provide appropriate supervision of students in the following areas, as assigned: classroom, hallways, church, playground, lunchroom, auditorium/gym.
- * Assist students in completion of their homework.
- * Obtain and provide necessary supplies.
- * Maintain a positive, safe and healthy learning environment.
- * Effectively complete processes and procedures as directed.
- * Keep Principal and others appropriately informed.

Administrative Responsibilities

- * Keep accurate daily attendance record and provide weekly report to the office for billing.
- * Keep accurate discipline or injury records and report to supervisor.

Attend Meetings

- * Attend all required meetings and any other meetings deemed necessary by the Pastor and Principal or the STARS Director.

Organizational Goals

- * Must demonstrate a willingness to embrace the school and parish business, strategic and ministerial objectives, and show full cooperation with their implementation.

Other Responsibilities

- Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks are outlined in supplemental documents, such as policies.

V. COMPETENCIES

- Demonstrate good people, communication, and relational skills.
- Well organized.
- Possess good computer skills.
- Communicate effectively with parishioners, staff, pastor, and community.
- Attentive to details.
- Work effectively, collaboratively and positively with others.
- Work well with others maintaining a positive, professional, and helpful attitude even in chaotic times.
- Able to make decisions in a timely manner.
- Work without supervision and discern when supervision is needed.
- Recognize and maintain confidentiality.
- Demonstrate integrity and honesty.
- Problem solves and deal with conflict and adversity.
- Ability to connect with and build relationship with students.
- Exhibit competence in age-appropriate instructional methods and knowledge of applicable subject matter.

VI. MENTAL DEMANDS

- Keep a positive attitude throughout the day.
- Following instructions and complete tasks within appropriate timelines.
- Planning, organizing, and meeting deadlines.
- Remain calm in even a hectic and chaotic environment.
- Remain calm when dealing with a conflict or dispute.
- Be present and focused on task at hand and supervision of students.
- Ability to manage and maintain students effectively.
- Possess patience with students at all times.

VII. PHYSICAL DEMANDS

- Be aware of what is going on and respond appropriately.
- Able to bend, kneel, stretch and reach above head at times.
- Able to supervise numerous students during STARS.
- Be aware of what is going on and respond appropriately.
- Fulfill total commitments of the teaching requirements.
- Be able to attend school-parish related activities outside of the regular scheduled time that are required by the Principal, Pastor or STARS Director.
- Speak, see, hear, and appropriately respond to students, staff, and parents at all times.
- Move around for long periods of time.
- Stand for long periods of time.
- Lift and carry up to 15 pounds, using proper lifting and carrying techniques.
- Use telephone, computer and related technologies to send and receive call and email.
- Operate a computer, including use of keyboard and smart board technology.

VIII. WORK ENVIRONMENT

- Indoor classroom setting.
- Outdoors at playgrounds, etc., in various types of temperatures and weather.

IX. TRAVEL REQUIRED

- Travel is required to attend special events.

X. JOB QUALIFICATIONS

- High school diploma or equivalent preferred.
- Previous experience working with children in various settings and situations.
- Exhibit competence in age-appropriate instructional methods and knowledge of subject matter being taught in the classroom.
- Fulfill all Safe Environment Requirements of the Diocese of New Ulm and Holy Redeemer Church including passing a background check and completing VIRTUS training.
- Possess or willingness to develop proficiency in technology skills as the position demands, including, but not limited to, the internet, Microsoft Word, Excel, Google Docs, Gmail and Smart Board technology.

ADDITIONAL QUALIFICATIONS

- Valid driver's license.
- Current and valid vehicle insurance.

- Be knowledgeable and supportive of Holy Redeemer Church and Philosophy.
- Be active, knowledgeable, and supportive of the Catholic Faith and witness this to the community.
- Prefer an active, participating Catholic in full communion with the Roman Catholic Church.

XI. EEO STATEMENT

It is the policy of the Parish to provide equal employment opportunity to all qualified persons without regard to race, color, religion, creed, sex, marital status, disability, age, national origin, and status with regard to public assistance, and any other classifications protected by applicable law that do not violate teachings of the Catholic Church, as defined by the *Catechism of the Catholic Church*. Employment practices are intended to ensure that all individuals are recruited, hired, assigned, advanced, compensated, and retained on the basis of their qualifications. Exceptions to this nondiscrimination policy may be necessary when based upon a bona fide occupational qualification or in compliance with the teachings of the Catholic Church.

EMPLOYEE:

I have reviewed this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization’s needs change, my position description will change.

Signature of Employee

Date

SUPERVISOR:

I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature of Supervisor

Date

Hire Date: _____