

# Diocese of Raleigh

## Website-based Job Posting Form

Job postings are open to the Diocese of Raleigh Catholic Center, Catholic Charities, parishes and schools of the Diocese of Raleigh and may be accepted from other dioceses as well.

Complete this form entirely; boldface sections are required.

Submit in MS Word format to Maureen House via email ([maureen.house@raldioc.org](mailto:maureen.house@raldioc.org)) with subject: *Job Posting Request*. Most jobs will be published on the diocesan website within two to three business days.

**Position Title:** Elementary Teacher

**Parish or School Name:** Saint Raphael Catholic School

**Location (City):** Raleigh

**Date of posting:** 07.15.2021

**Full Time or Part Time:** Full Time

**Hours per week:** 40

**Contact:** [jwhitmore@saintraphael.org](mailto:jwhitmore@saintraphael.org)

### **Key responsibilities / day-to-day job functions**

- Accept the mission of the school as articulated at the diocesan and school level
- Implement the educational mission, philosophy, goals, and objectives of the school
- Plan, prepare, teach, and interact with students in a professional way that challenges students to reach their individual potential
- Perform professional responsibilities including but not limited to planning lessons, preparing instructional materials, serving on faculty committees, communication with parents and administration, and maintaining positive relationships with peers, students, parents, and the administration.
- Serve as a missionary disciple and serve the students and faculty in creating missionary disciples within our school community.

### **Minimum Requirements**

- Minimum level of Education: Degree in Education, ideally with a specialization in Elementary Education
- Minimum amount of Work Experience:
  - Years of related work experience 3 or more years of teaching experience
  - Area of related work experience in Education/Teaching
- Valid North Carolina teaching license in content area
- Practicing Catholics who have prior teaching experience preferred
- Employment is contingent on the applicant passing a full background check

**Position Start Date:** August 2021