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| <b>Job Title:</b>    | English Teacher            |
| <b>Location:</b>     | Reitz Memorial High School |
| <b>Reports To:</b>   | Principal                  |
| <b>FLSA Status:</b>  | Exempt – Full-time         |
| <b>Last Revised:</b> | 2/23/2023                  |

### OUR VISION

Providing an environment where God inspires, we educate, students thrive.

### OUR MISSION

Reitz Memorial High School is a Christ-centered Catholic community which educates all students to their highest potential by developing religious values, providing excellence in education, and fostering a commitment to service.

### OUR SCHOOL

Reitz Memorial is a comprehensive school including grades 9 through 12. It is an inter-parochial Catholic High School operating under the auspices of the Roman Catholic Diocese of Evansville. It exists to inspire and educate students to their highest potential. We combine academic excellence and a wide range of extracurricular activities in a supportive, family-like, Christ-centered, Catholic environment. All students are empowered to grow academically and spiritually, placing value on ethical and social responsibility. Our current students, recent graduates, and 10,000+ alumni demonstrate how a Reitz Memorial education prepares our students for success in college and in life.

### Summary:

Reitz Memorial High School is accepting applications for a full-time World Languages position for the 2023-2024 academic year. The ideal candidate will be able to teach all levels of English in grades 9-12 and must hold or be eligible to obtain a valid Indiana Teaching License.

### Essential Job Functions:

- Ensure students achieve learning outcomes that are above average in the subject of English by instructing in a clear, concise and fun way, and regularly preparing lesson plans that are engaging and incorporate the curriculum
- Incorporate the school's objectives into your curriculum by remaining up to date with mission and initiatives
- Attend staff development opportunities to improve your skills and receive help and feedback from colleagues
- Regularly communicate with parents and legal guardians regarding child's performance, track and record student progress and keep records up to date for progress reports and report card conferences
- Review curriculum needs and execute plans for improvement, and provide tutoring and additional support
- Act as a role model by making your students feel motivated while maintaining an approachable personality

English Teacher – Full-time

- Attend school events to better understand student interest and personalities outside of the regular classroom, build strong relationships with your students and aid in the strengthening of their self-confidence while inspiring them to achieve high goals
- Perform other duties and tasks as assigned

**Required Skills:**

- Expertise in the field of English
- Experience teaching in a classroom environment
- Ability to communicate effectively with all staff and colleagues
- Flexibility and high adaptation skills to work successfully in an unpredictable school setting
- Organization and communication skills

**Education Requirements:**

- Bachelor's degree from an accredited college or university in education or related field
- Must hold or be eligible to obtain a valid Indiana Teaching License

**Application Packet** can be downloaded from the Diocese of Evansville website.

Certified Teacher Application: <https://www.evdio.org/certified-employee-application-instructions.html>

Please submit your letter of interest and resume to Mr. Aaron Schmitt at [aaronschmitt@evdio.org](mailto:aaronschmitt@evdio.org). A complete application packet must be on file with the Catholic Schools Office prior to any offer of employment.

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.