

HFCS TEACHER APPLICATION FILE REQUIREMENTS

Applicant: _____

Each applicant must submit the following documents to apply for a teaching position at Holy Family Catholic School. Application will be reviewed once the file is complete.

_____ Letter of interest

_____ Roman Catholic Diocese of Boise application for a certified position

_____ Holy Family Catholic School application for a certified position

_____ Three professional reference forms (attached)

_____ Resume

_____ College transcripts

_____ College placement file, if recent graduate



Roman Catholic Diocese of Boise

APPLICATION FOR A CERTIFIED POSITION

Please type or print

Position Sought _____

Date _____

Last name First name Middle Social Security Number

Permanent Address Street City State Zip Phone

Address
Until _____, 20__ Street City State Zip Phone

EDUCATION (List in order of attendance)

College or University	Location	Degree Earned and Date of Degree	Dates Inclusive	Major	Hours	Minor	Hours

EMPLOYMENT HISTORY (List all employers for the previous 10 years, most recent experience first. Include student teaching assignments.)

Name	Employer Location	Superintendent or Supervisor	Number of Years	Date		Position Held
				To	From	

If you have a valid Teaching Certificate complete the following:

Title Certificate: _____ Date Certificate was issued: _____

State: _____

Probably availability date: _____

REFERENCES (List at least three references who can speak to your ability to perform the duties of the position you are seeking.)

Name	Title	Address	Telephone No.	Year

May we contact your present employer? Yes No

Are you legally qualified to work in the United States? Yes No
(Proof of legal right to work will be required)

State any additional information you feel may be helpful in considering your application.

I certify that the answers given in this application are true and complete to the best of my knowledge. I authorize the Diocese of Boise to investigate all statements contained in this application. In the event I am employed by the Diocese of Boise, I understand that false or misleading information provided in this application of the employment process may result in discharge. I also understand that my employment is contingent upon successful completion of background screening, including a criminal background check. In addition, I understand that the terms of my employment are governed by any personnel policies issued by the Diocese of Boise.

Signature of Applicant

Date

Full Time Certified Teacher

Job Description

Holy Family Catholic School

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Bachelor's degree or higher from a fully accredited university or college;
2. Valid Idaho Teaching Certificate endorsed for appropriate levels and subjects;
3. Verification of Highly Qualified status;
4. Ability to work with students, staff, parents, and the public;
5. Such alternatives to the above qualifications as school administration may find appropriate and acceptable.

Essential Duties & Responsibilities:

1. Plan and implement a program of study that aligns with Diocesan, District, and Idaho Core state standards and meets the individual needs, interests, and abilities of students assigned for instruction.
2. Complete all Diocesan and state assessment mandates; use the data provided to drive instruction.
3. Create a classroom environment that is conducive to learning and is a safe space for student exploration and discovery in the content areas.
4. Design complete, effective, standards-based lesson plans with student friendly "can do" statements published daily.
5. Guide the learning process toward the achievement of curricular goals.
6. Employ instructional methods and school-adopted materials that are most appropriate to the teaching assignment.
7. Assess the growth of students on a regular basis and provide progress reports as required.
8. Maintain accurate, complete, and correct records as required by law, diocesan policy, and administrative protocols.
9. Consult with colleagues, students, and parents on a regular basis.
10. Develop reasonable rules for classroom behavior and procedure; maintain order in the classroom in a fair and just manner.
11. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Accept reasonable student supervision assignments that are necessary for the safe management of the school.
13. Provide a substitute teacher with lesson plans or complete directions to carry on the educational program when the teacher is absent.
14. Attend staff meetings and serve on staff committees as required.
15. Strive to maintain and improve professional competence.
16. Seek out opportunities for professional growth.
17. Maintain high standards of ethical behavior and confidentiality of student information.
18. Have regular and predictable attendance

Other Duties and Responsibilities: Perform all other duties as assigned.

HOLY FAMILY CATHOLIC SCHOOL
3005 W. Kathleen Ave.
Coeur d'Alene, ID 83815
(208) 765-4327

TEACHER APPLICATION

Please type or print.

I. PERSONAL

_____			_____			_____			
Last Name		First		Middle					
_____					_____				
Permanent Address	City	State	Zip	Telephone					
_____			_____			_____			
Religion	Parish/City				Social Security Number				

II. JOB INTEREST

Prioritize the grade-level you prefer to teach. Number each choice with the number 1 being your first choice.

PreK (3 mornings)	Kinder. (5 full days)	1 st Grade	2 nd Grade	3 rd Grade	4 th Grade	5 th Grade	MidSch (Gr 6-8)

Are you applying for a specialized teaching position (music, art, PE, etc.)? _____ (If so, please indicate above what grade levels you feel comfortable teaching.)

Middle School Subject Preferences: _____

III. CERTIFICATION

Type of Certificate	State	Date Received	Expiration Date

IV. ESSAY QUESTIONS

Please answer the following essay questions on a separate sheet of paper.

1. Why did you choose to apply for a teaching position at Holy Family Catholic School? As a Catholic school educator, what do you see as your role in being a minister of Catholic education to your students?
2. Discuss your philosophy of teaching and learning. Include in your answer your knowledge of individualized instruction, learning differences, assessment practices, classroom management and multiple intelligences theory.
3. With what kind of students do you like to work with and with which kind of student do you feel you could be most effective? Explain why you feel this way.
4. Holy Family Catholic School was started by a group of parents in our community. In starting HFCS, those parents established a strong connection between parents and the school community. Describe how you would build a relationship with classroom parents?
5. During your first five years of teaching at Holy Family Catholic School, what do you anticipate to be your major accomplishments?
6. What strengths and special talents will you bring to the Holy Family staff?

I understand that any misrepresentation or false information provided on this form will be grounds for immediate discharge.

Signature of Applicant

Date of Application

HOLY FAMILY CATHOLIC SCHOOL
Professional Reference Form

The applicant named below has agreed that he/she shall not have access to this information. The applicant noted on this form has authorized Holy Family Catholic School to obtain information from listed references. Please fill in reference at mail to: Holy Family Catholic School 3005 Kathleen, Coeur d'Alene, ID 83815.

Applicant's Name: _____ has applied for a certificated position with Holy Family Catholic School. Please evaluate the applicant candidly as follows.

How long have you known this applicant: _____ What school year(s) did you observe this applicant? _____

At which school? _____ What capacity did the applicant work with you? _____

What was your title at the time? _____

In what capacity do you evaluate this applicant? As supervisor/evaluator _____ How Long? _____ As colleague _____ How long? _____

REFERENCE WRITER PLEASE NOTE: Rate this applicant on a scale of 1 to 7, with 1 being low, and 7 being high in each area. Compare this person to all others you have observed. Check only one box per factor. You may receive a telephone call to confirm your responses.

TEACHING AREAS	1	2	3	4	5	6	7	Not Observed
1. Classroom Management. Effectively manages large and small groups, and individual: creates an atmosphere conducive to learning by developing routines and procedures to increase learning.								
2. Behavior management/Discipline. Establishes and uses appropriate behavior management procedures: recognizes conditions which may lead to discipline problems; establishes clear parameters for student behavior; develops strategies to prevent discipline problems; responds appropriately when problems occur; assists students toward self-discipline.								
3. Flexibility. Willing to learn new concepts and ways of doing things; cooperates with youth and adults; effectively uses various teaching styles; successfully teaches a variety of assignments; adapts to others in a team, staff, or parent situation.								
4. Instructional Skills. Plans, implements, and evaluates instructional activities; has knowledge of, and applies current approaches to teaching, new ideas and skills; uses a variety of styles/methods which reflect planning and pacing skills appropriate to students; monitors results and takes appropriate action; assesses needs of students; prescribes programs, and provides strategies appropriate to age, background and intended learning of students.								
5. Commitment to Accomplishment for Self and Others. Establishes high expectations for self and students; exerts effort to attain goals; organizes, predicts, and monitors ideas, time, materials, and space to cause achievement to take place.								
6. Relations to Students. Develops favorable relationships with student; exhibits empathy and response to student needs; listens, has patience, and demonstrates caring; accepts students as they are; is considered open and approachable by students; works collaboratively with students in decision-making.								
7. Understands/Appreciates Multicultural and Diverse Populations. Relates positively to youth and adults of varying socioeconomic, cultural, racial/ethnic backgrounds, different learning styles, and various disabilities; adjusts classroom activities to reflect the diversity of students.								
8. Scholarship and Conceptual Skills. Demonstrates ability to learn new ideas and skills for substantive and methodological aspects of teaching, for learning initial information necessary to function in the local setting, for applying new concepts during teaching, as the job changes, and in solving problems.								
9. Enthusiasm. Exhibits appropriate overall optimism and zeal, using them to motivate student learning; uses facial expressions, body language, and presentation skills that demonstrate a caring and warmth toward students and an enthusiasm for learning.								
10. Professional Orientation/ Collaboration. Possesses an awareness of current education developments and their application, including learning, child development and approaches to teaching; demonstrates a willingness to work collaboratively at the building level, effectively building relationships and responding positively to constructive comments and supervision; holds a strong belief in the importance of education; sincerely interested in the welfare of all students and in solving problems by consensus.								
11. Technological Literacy. Makes appropriate uses of available technology in relation to planning activities, learning activities, and record keeping; integrates technology into the learning process.								

Print Name: _____

Signature: _____

Address: _____

Date: _____

Office Phone: _____

Message Phone: _____

Please make any comments you feel would be helpful for us to know on the other side of this page.