



HOLY FAMILY CATHOLIC SCHOOL

Sts. THOMAS, GEORGE, PIUS

3005 W. Kathleen Avenue • Coeur d'Alene, ID 83815 • (208) 765-4327

JOB DESCRIPTION

Middle School Teacher

Holy Family Catholic School is an elementary Preschool through 8th grade Catholic school in Coeur d'Alene with exceptional academic, faith-based traditions and a supportive community.

Holy Family Catholic School is seeking qualified applicants for a middle school classroom teacher. The teacher will work daily in a Catholic faith-filled teaching environment focused on the development of the whole student — intellectually, spiritually, physically, emotionally and socially.

Job Functions:

- Upholds the philosophy of Catholic education, stewardship and models the teachings of the Catholic Church.
- Provides a safe and nurturing atmosphere giving students the opportunity to reach their maximum potential.
- Creates, follows and provides a developmentally appropriate curriculum that includes many different activities
- Creates activities and exercises designed to promote learning and is appropriate for all types of development.
- Adapts classroom lessons and instructions for individualized learning.
- Manages the behavior of all students according to classroom rules and a student code of conduct.
- Builds beneficial relationships with parents and school staff through collaboration, cooperation and communication.
- Acts as a role model of professionalism in a Catholic environment.
- Takes a lead role in teaching multiple levels of social studies to middle school students. Additional class responsibilities may include 6-7 grade level math and one grade level of Religion.
- Lead quality homeroom activities, building camaraderie and organizational skills
- Works with the middle school team of teachers to develop and implement the philosophy, policies and goals of the school.
- Insures the health, safety and welfare of all students.
- Attends faculty and administrative meetings as needed.

Professional Requirements

- Ability to implement effective planning and time management skills
- Ability to maintain professional confidentiality at all times
- Willingness to adhere to the Code of Conduct and the policies and procedures of the school and the Catholic Diocese of Boise
- Participation in school faith activities such as Mass, prayer, retreats, and service projects as well as school sponsored events and community activities
- Enthusiasm to adapt teaching style to new forms of instruction and an ability to utilize modern educational technology
- Capacity to communicate clearly and effectively in both written and verbal form
- Practicing Catholic or person of faith with a desire to model the teachings of Jesus in attitude and example while upholding the teachings and traditions of the Catholic Church
- Ensure a positive environment where each student is encouraged to reach his/her potential.

Desired Qualifications

- Bachelor's degree
- Current Idaho teaching certificate or an equivalent teaching certificate from another state
- Experience teaching in a Catholic School; middle school/high school experience preferred
- Complete a Safe Environment Training and a background check

Application Instructions

To apply for the position, please submit the following to Sue Styren, Principal Holy Family Catholic School, via email (Office@hfcs-cda.org). 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

Once your completed application has been received, a confirmation will be sent to the email address provided. All applications must be complete to be considered. Should you have any questions or require additional information, please email Sue Styren or contact the school office at 208-765-4327, office@hfcs-cda.org.

Compensation is commensurate with experience. This position will remain open until filled.



ROMAN CATHOLIC DIOCESE OF BOISE

Application for Employment at Catholic School

The Diocese of Boise is an equal opportunity employer. The Diocese of Boise recruits, hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, sex, age, marital status, national origin, disability or veteran status. The diocese reserves the right to be the sole judge of merit, competence and qualifications and may favor Catholic applicants and co-workers in all employment decisions.

☐ New Applicant

☐ Rehire within Diocese

☐ Transfer within Diocese

Personal Information

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|---|
| Name: First, Middle, Last |
| Mailing Address, City, State, Zip |
| Home/Cell/Message Phone # |
| Email Address: |
| Have you ever been employed by the Diocese of Boise, or any Catholic Diocese? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state when and where: |
| If hired, can you furnish proof that you are either a U.S. citizen, or otherwise legally permitted to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain on a separate page. |
| Have you ever resigned a position during a school year? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had a contract not renewed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide company names and details: |

Employment Desired

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| Position: |
| If you have a valid Teaching Certificate, complete the following: Title Certificate: _____ State: _____ Date Certificate was issued: _____ |
| Availability date: _____ Hourly rate/Salary desired: _____ |

Referral Source

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| How did you hear about this position? <input type="checkbox"/> Website <input type="checkbox"/> Idaho Catholic Register <input type="checkbox"/> Diocesan Employee <input type="checkbox"/> Diocesan website <input type="checkbox"/> Social Media _____ <input type="checkbox"/> Other _____ |
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Relatives/Friends

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| Do you have relatives or friends employed by the Diocese of Boise? If "Yes", Give name(s) and location(s). <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, whom? Location? _____ |
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Education

| | Name/location of school | # of years attended | Degree received | Subjects studied/major |
|--------------------------------------|-------------------------|---------------------|-----------------|------------------------|
| High School | | | | |
| College or University | | | | |
| Graduate School | | | | |
| Professional Trade or Other | | | | |
| Bilingual ability (if so, describe): | | | | |

Employment History

Include all full and part-time positions you have held for the past ten years starting with your present or most recent position.

| | | |
|---|---|--|
| Company Name | Dates of Employment (Month and Year) From: _____ To: _____ | |
| Address | Telephone | |
| Position/Title Immediate Supervisor and Title: | Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> | |
| Briefly describe your duties and responsibilities | Reason for leaving | |
| Company Name | Dates of Employment (Month and Year) From: _____ To: _____ | |
| Address | Telephone | |
| Position/Title Immediate Supervisor and Title: | Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> | |
| Briefly describe your duties and responsibilities | Reason for leaving | |

| | |
|---|---|
| Company Name | Dates of Employment (Month and Year) From: _____ To: _____ |
| Address | Telephone |
| Position/Title Immediate Supervisor and Title: | Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> |
| Briefly describe your duties and responsibilities | Reason for leaving |

Explain all periods of unemployment

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References

List the names of three persons who can speak to your ability to perform the duties of the position you are seeking:

| Name | Title | Address & Phone | Relationship to you |
|------|-------|-----------------|---------------------|
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Special Skills, Interests

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| Please list any special skills, interests, qualifications, or accomplishments not previously noted: |
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Additional Comments

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| State any additional information you feel may be helpful in considering your application: |
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Resume

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| Have you provided your resume with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No |
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Please read carefully before signing.

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term unless it is in writing and signed by an authorized diocesan representative. I understand and agree that I may resign my employment with the Diocese of Boise at any time for any reason and that my employment may be terminated at the will of the Diocese of Boise at any time for any reason. I also understand that any handbooks, manuals, policies and procedures maintained by the Diocese of Boise are not contractual in nature and may be amended or abolished at the sole discretion of the Diocese of Boise. I further understand that the employment relationship between the Diocese of Boise and its employees may be governed by canon law as well as civil law.

Prior to any formal hiring by the diocese the applicant must have successfully passed a background check. The diocese will not deny employment to any applicant solely because the person has been convicted of a crime. The diocese, however, may consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Pursuant to the Immigration Reform and Control Act, the Diocese of Boise will employ only those individuals who are eligible to work in the United States. Accordingly, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

I clarify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief. I authorize the Diocese of Boise to contact references provided for employment reference checks. I understand that any misrepresentation or omission of material(s) fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: _____

Date: _____

Return this application and your resume to the email address listed in the job posting or you may drop off at the Diocesan entity for which you are applying.