

Holy Name Catholic School is committed to hiring excellent prekindergarten teachers and teachers certified kindergarten to fifth grade.

**Application Process-** Complete the Wyoming Statewide Certified Application that can be found on line.

Holy Name Catholic School Sheridan, Wyoming [307-672-2021](tel:307-672-2021)

Teachers Salary Range: \$32,360.00 – \$55,460.00

Closing Date: Until filled

Elementary Teachers Holy Name Catholic School Sheridan, Wyoming [307-672-2021](tel:307-672-2021)

### **JOB SUMMARY**

This position is responsible for providing grade level education services to students in a small Catholic school classroom setting. Instructs students, maintains student discipline, is responsible for student academic achievement and is a minister of the faith.

We are seeking teachers whose teaching responsibilities will be during the school year. We are seeking an energetic, flexible and positive team member.

The candidate should be experienced working with students and ideally would have experience with teaching math, reading, writing, social studies, and science. The candidate should feel comfortable assessing students formally and informally and should be able to use that data to guide instructional and flexible groupings.

**Required Materials for Application:** See [www.hncswy.org](http://www.hncswy.org) for a look at fantastic Catholic School and email the principal, Mary Legler, [m.legler@hncswy.org](mailto:m.legler@hncswy.org) for more information and a salary schedule.

Contact Person: Mary Legler

District Name: Holy Name Catholic School

Address: 121 S. Connor Street

Elementary Teacher Job Description

### **Summary**

Responsible for instructing students in an elementary school from grades PK-5. Creates lesson plans, administers praise and constructive criticism, instructs students on subjects such as science, literature, and math, and creates a well-rounded, comprehensive instructional and faith filled Christian program.

## Primary responsibilities

- Minister of the faith
- Create instructional resources for use in the classroom.
- Plan, prepare and deliver instructional activities
- Create positive educational climate for students to learn in.
- Meet course, State, and Core as well as school-wide student performance goals.
- Participate in ongoing training sessions.
- Create lesson plans and modify accordingly throughout the year.
- Maintain grade books.
- Grade papers and perform other administrative duties as needed.
- Create projects designed to enhance lectures.
- Read and stay abreast of current topics in education.
- Create lesson plans.
- Utilize various curriculum resources.
- Integrate competencies, goals, and objectives into lesson plans.
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Develop incentives to keep participants in class.
- Develop professional relationships with other agencies and programs.
- Utilize public library resources.
- Work with program coordinators to ensure initiatives are being met.
- Tutor students on an individual basis.
- Establish and communicate clear objectives for all learning activities.
- Prepare and distribute required reports.
- Observe and evaluate student's performance.
- Manage student behavior in the classroom by invoking approved disciplinary procedures.

Mary Margaret Legler, Principal  
M.Ed., School Administration  
M.Ed., Special Education

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