



Position: Religion Teacher

Reports To: School Principal, Religion Department Chair

Qualifications: Bachelor's degree or higher

- Must hold a valid Illinois Professional Educator License (PEL), with an Endorsement in Religion/Religious Studies
- Ability to teach a wide range of Religion courses

Responsibilities/Expectations (General):

- Teaching a schedule of classes and performing other assigned duties as determined by the School such as: conduct a homeroom program, supervise the cafeteria, supervise study groups, be available for student tutorial assistance and consultation, accept substitution duty when needed, and supervise assigned student workers.
- Getting involved in leading and organizing after school activities/clubs.
- Maintaining accurate attendance records for all teaching and supervisory periods.
- Supervising hallways and common areas during all passing periods and at dismissal.
- Communicates on a regular basis with parents/guardians and sponsors regarding their students' progress.
- Keeps abreast of new developments in educational research and teaching field through conferences, journals, workshops, etc.
- Attends and participates in all faculty meetings.
- Fully participates in the school improvement process.
- Provides supervision at extracurricular events as needed. All Faculty and Staff must supervise at least three athletic events per year, one per season and one social event per semester.
- Provides for academic tutoring for students at risk of failure.
- Provides for a safe and controlled environment conducive to the learning process.
- Upholds all policies as outlined in the Student Agenda and Employee Handbook.
- Substitutes for peers as needed.
- Attends and participates at one of the student retreats during the academic year.
- Plans and implements lessons congruent to curriculum guidelines.
- Attends Fall Parent Meeting/Back-to-School Night, Parent-Teacher/Employee Conferences, at least two Open Houses, one Ninth Grade Entrance Test days and one of the Ninth Grade Registration day, the Senior Robing, Honors Programs, and Graduation, and other mandatory events.
- Agrees to support the Guardians of Hope major fundraising event by either attending the event and/or by helping with the preparation for the event.

“TRUE EDUCATION IS THE FORMATION OF THE HEARTS AND TRANSFORMING OF VALUES IN PEOPLE.” – BLESSED BASIL MOREAU

- Maintains or works toward completing certification as required
- Fulfills other tasks as assigned by the Administration.

Specific to this position:

- Teach three to four sections of Scripture; specifically an introduction to Jewish and Christian scriptures.
- Teach one to two sections of Social Justice
- Teach students to develop critical thinking skills and the ability to interpret Scripture
- Work collaboratively with the Religion Department to adapt and improve curriculum
- Willingness to cultivate learning experiences outside of the classroom. Including, but not limited to visits to churches, religious centers and organizations, etc.

Term of Employment: 10 months

How to apply: please send your resume, cover letter, salary requirements, and CV to Dr. Quincy Paden at qpaden@holytrinity-hs.org. No phone calls, please.

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