



## **St. Helen Catholic School**

### **Title: Middle School ELA Teacher**

Full-Time: 40 Hours per Week

Scheduled Hours: Monday – Friday \* 7:30-3:30

St. Helen Catholic School located in Vero Beach, FL is searching for Middle School ELA Teacher for the 2025-2026 school year.

The Diocese is dedicated to providing excellent working conditions with competitive compensation in order to attract and retain an outstanding workforce. The Diocese also offers a 403(b)-retirement plan to all employees. Information on our retirement program can be found [here](#).

### **Essential Job Duties/Responsibilities:**

- To instill in children a love for Christ and His Church and an understanding and appreciation of Christian principles.
- To give witness and example of Catholic values.
- To interpret and model the school philosophy by contributing to the growth of a faith community.
- To attend daily Mass with their classroom.
- To possess adequate knowledge of subject matter, use best teaching practices with the integration of technology as an instructional tool.
- To undertake various assignments of limited duration with duties that may include all aspects of classroom teaching.
- To adequately prepare classes on a consistent basis.
- To assure immediate accountability to the principal.
- To create a classroom environment conducive to learning and motivate students to want to learn by varying the use of teaching strategies and instructional tools.
- To maintain discipline and classroom control.
- To make provisions for learning differences with individual student support plans and a multi-tier approach to instruction.
- Provide for constant supervision of students while in your care.
- To establish a positive rapport with faculty members, administration, parents, and students.
- To take attendance each period and submit to the office.
- Create lesson plans, assessments, assignments, projects according to grade level and meeting Diocesan standards.

- To share responsibilities and duties with the daily school program.
- To evaluate students and report progress at regular intervals.
- To confer regularly with parents, keeping communication lines open at all levels.
- To participate in programs of in-service and professional development.
- To follow policies and procedures of the school and the Diocese.
- To develop healthy professional relationships.
- Ability and willingness to work effectively with colleagues.
- To support the total parish/school program.
- Will perform other duties assigned by the principal.
- To be a positive public relations ambassador for the school.
- To assume a personal responsibility for contributing to the educational program.
- Attendance at School/Parish or faculty meetings, events, staff retreats or workshops as required by the School Principal.
- To aid in the Christian formation of the students.
- To support and exemplify in conduct and/or instruction both Catholic doctrine and morality; to refrain from any action which would reflect discredit on the Roman Catholic Church or be detrimental to its religious doctrines or tenets.

### **Qualifications:**

- Minimum of an BA or BS degree
- Reading and English certified or ability to get certification in that area
- Working on obtaining a current and valid professional teaching certificate in the area of teaching assignment and/or experience in the teaching field preferred
- Proficient in technology / Use of educational programs and devices
- Excellent and professional interpersonal skills.
- Honor confidentiality and code of conduct agreement
- Ability to work effectively with peers
- Ability to make sound educational decisions
- Strong organizational skills

To apply, download and complete the [Teacher Application](#) and submit along with your cover letter, resume, salary requirements and list of references to the attention of Deborah Irish, Principal, St Helen Catholic School.  
[principal@sthelenschoolvero.org](mailto:principal@sthelenschoolvero.org)