



St. James Catholic School

412 W. Washington

Millstadt, IL 62260

Tel: 618-476-3510

<http://www.stjamesmillstadt.com>

Position Available **3rd Grade Teacher**

JOB DESCRIPTION: St. James Catholic School is seeking a 3rd Grade Teacher for the 2025-2026 school year. The ideal candidate is enthusiastic about teaching in a faith-filled environment, eager to continue learning about children and education, capable of effectively collaborating with fellow teachers, and committed to making a difference in the lives of our students.

RESPONSIBILITIES:

- Supports and upholds the philosophy of Catholic education and the mission of the school.
- Understand the school's and state's requirements to teach 3rd grade students and create corresponding curriculum
- Modify teaching plans according to varying needs of students
- Assess students by observing them closely, and provide special attention to students struggling with concepts
- Create reports to chart out students' progress and communicate their achievements and limitations to parents
- Provide parents with information on how to help their children achieve higher results
- Assist students in creating projects to help them understand difficult concepts
- Develop key incentives to ensure students' participation in class

ESSENTIAL QUALIFICATIONS:

- Illinois Teaching License
- Employment is contingent on successful completion of a background check
- Computer literate and able to learn various e-learning programs
- Strong written and oral communication skills with an ability to effectively communicate with all stakeholders of the school
- Collaborate effectively with his/her colleagues

SALARY: \$29,000 - \$48,000 (salary based on experience and qualifications)

ELIGIBLE BENEFITS:

- Medical
- Life Insurance
- Vision
- Dental
- 403B
- Sick Days
- Personal Days
- If you have a child attend school, a tuition discount is available

REPORTS TO: Principal

To apply, send a cover letter, résumé, and three references to:

Dr. Kristin Laws

St. James Catholic School

412 W. Washington

Millstadt, IL 62260

Email to: kristin.laws@stjamesmillstadt.com