St. Vincent-St. Mary High School

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| **Job Title:** Teacher | **Department:** Mathematics |
| **Reports to:** Principal | **Direct Reports:** No |
| **FLSA Status:** Salary Exempt | **Status Type:** Full Time |
| **EEO-1:** Professional | **Classification:** Regular |
| **Job Code:** | **Revised:** 05/12/2025 |

**ABOUT ST. VINCENT-ST. MARY HIGH SCHOOL:**

St. Vincent-St. Mary High School (STVM) is a Catholic, college-preparatory school with a rich tradition of academic excellence, faith formation, and student success. Rooted in the Marianist tradition, we are committed to educating the whole person—mind, body, and spirit—while fostering a supportive and inclusive community. Our dedicated faculty and staff play a vital role in shaping the leaders of tomorrow, inspiring students to achieve their full potential through rigorous academics, meaningful service, and a vibrant extracurricular experience. We are seeking passionate and mission-driven individuals to join our team and contribute to our legacy of excellence.

**PRIMARY PURPOSE:**

Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, social and spiritual growth. Enable students to develop competencies and skills to function successfully in society.

**MAJOR RESPONSIBILITIES AND DUTIES:**

* Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required.
* Prepare lessons that reflect accommodation for individual student differences.
* Prepare lesson plans that engage, stimulate and instruct students.
* Plan and use appropriate instructional/learning strategies, activities, materials, and equipment that reflects accommodation for individual needs of students assigned.
* Work cooperatively with special education teachers to modify curricula as needed for special education students according to Individual Education Plans (IEP).
* Remain flexible, innovative and adaptive to change.
* Use technologies in the teaching/learning process.
* Be proficient in using technology as an instructional and management tool.
* Consistently assess student achievement through formal and informal testing.
* Present a positive role model for students that supports the mission of the school.
* Create a classroom environment conducive to learning.
* Manage student behavior in the classroom and administer discipline according to school policies, regulations, and IEP.
* Establish and maintain open lines of communication with students and their parents.
* Maintain a professional relationship with all colleagues, students, parents, and community members.
* Demonstrate behavior that is professional, ethical, and responsible.
* Attend and participate in faculty meetings and serve on committees as required.
* Any other assignment deemed appropriate by the building principal.

**QUALIFICATIONS:**

* Bachelor’s degree from accredited university
* Valid Ohio teaching certificate for 7-12 in Mathematics
* Assist all students to meet or exceed 21st century knowledge and skills, including state academic achievement standards
* Expertise in the field of mathematics
* General knowledge of curriculum and instruction
* Ability to instruct students and manage their behavior
* Strong communications, public relations, collaboration and interpersonal skills
* Prior high school teaching experience is preferred
* The position requires VIRTUS certification and FBI/BCI background check

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

**St. Vincent – St. Mary High School is an equal opportunity employer.**

**Please submit cover letter and resume to employment@stvm.com**