

Divine Mercy Academy is an independent private day school in the Catholic tradition for children in Kindergarten through Eighth Grade. The evangelization of our children in the fullest form of **Catholicism is central to our mission. We exist to make saints who will carry on and spread the faith as leaders in their generation and inspire generations to come. Our vision is to become a national leader in classical and Catholic excellence.**

#### **Our Mission:**

Guided by the wisdom of our Patron, Pope St. John Paul II, Our Mission is to partner with parents in their roles as the primary educators of their children, so as to foster a love for truth, beauty, goodness, and learning by providing students with a foundation of wisdom and virtue, so that they may bear witness to the kingdom of God. We desire to form disciples of Jesus Christ, who are made free to realize their full potential by living joyfully in accordance with the truth revealed by God through nature and the Catholic Church. We do this by providing a challenging and integrated Catholic liberal arts education.

#### **Attributes of a Tutor at Divine Mercy Academy**

- Exemplify and articulate a life of faith in Christ.
- Be a practicing Catholic in good standing with the Catholic Church
- Be joyful
- Have a passion for evangelization
- Be committed to academic excellence.
- Be passionate about educating children in a Catholic environment, and about the grade/subject to be taught. Experience is preferred but not required. Demonstrate a willingness to be trained in classical educational methods.
- Be in agreement with the philosophy of Divine Mercy Academy as articulated in the Vision Statement.
- Be willing to cooperate with and support the policies of the school administration
- Love working with people
- Have good organizational skills
- Be collegial and collaborative. Be able to identify and work towards a common goal.
- Have excellent classroom management skills.
- Possess superior written and oral communication skills.
- Be willing to work closely with parents in the education of their children.
- Be committed to continuing, life-long learning.
- Possess an educational background commensurate with subjects taught (In accordance with State Regulations, a Bachelor's Degree is required for Math, Science, English, Language Arts, and Social Studies.)

#### **The ideal candidate should:**

- Have a proven track record as an educator, ideally in a Catholic school setting (minimum of 4 years teaching is desired).
- Be knowledgeable about a classical curriculum and a liberal arts education

## **Teaching certification not required**

### Responsibilities

- Understand and uphold the teachings of the Catholic Church at all times.
- Lead students to an understanding and an appreciation of all that is good, beautiful, and true.
- Relate to students by loving them with the love of Christ, encouraging them to begin and/or develop their own relationship with God through sacraments and scripture, and challenging them to love others.
- Be a role model of Christian love, faith, truthfulness and virtue.
- Manage the class by setting clear expectations of behavior, establishing reasonable routines, and promoting self-discipline based on Catholic principles.
- Teach students in a challenging, enthusiastic and age-appropriate manner using the classical model. Apply Catholic moral principles and comply with the school policy in administration of behavioral discipline in the classroom. Communicate clearly, frequently, and regularly to parents about discipline issues regarding their children.
- Evaluate each student's progress on a regular basis and report that progress to the student, parents, and Headmaster.
- Assist the Headmaster with curriculum selection and development to fulfill the distinctive character of a classical school.
- Respond expediently to parent, student, or administrator concerns and ideas.
- Assure that all classroom equipment and materials are safe and well-maintained.
- Serve as an advocate for Divine Mercy Academy, as well as classical education, in the local community.
- Stay current on the best practices in education and teaching, particularly with regard to classical education, in order to provide academic excellence. Participate in continuing education in Classical topics over the course of the year, especially in the summer.
- Actively involve parents in the life of the school, and coordinate classroom volunteers.
- Supervise children during assigned duties at lunch, recess, and/or before and after school.
- Attend weekly Tutor Meetings and other required meetings and events which may occur outside of normal school hours.
- Assist with Open Houses and other School Promotion events outside of normal working hours.
- Normal working hours are 7:25-3:45pm
- Teachers are expected to maintain cleanliness of their classrooms daily and not to depart until the cleaning is done and all students have all departed. We encourage you to involve students in the daily cleaning of the classroom. Teachers can depart before 3:45 if all students have departed and their classroom is clean.

## **APPLICATION PROCESS**

Applicants should submit:

- A resume of the relevant training and work experience
- The names and contact information of two work-related references (including a former supervisor) and one pastoral reference.
- A cover letter (not exceeding 2 pages) describing your love of the Catholic faith, knowledge of a classical education, and key relevant work experience.

To: **Divine Mercy Academy** % Board of Directors; [divinemercyacad@gmail.com](mailto:divinemercyacad@gmail.com)