**Job Title:** Visual and Fine Arts Teacher (Full-time or part-time)

Position includes teaching visual arts courses including 2D Design, 3D Design, drawing, painting, ceramics and more.

**Curriculum and Instructional Responsibilities**

* Teach their assigned load of classes and maintain classroom discipline.
* Implement the approved departmental curriculum.
* Maintain a positive learning environment in the classroom.
* Develop fair and consistent grading procedures in accordance with guidelines of the school and the department.
* Assign meaningful homework and hold students accountable for it.
* Develop and promptly grade and return tests, quizzes and/or other evaluative instruments that measure students’ learning progress.
* Provide assistance for students having difficulties and/or needing extra time.

**General Supervision Responsibilities**

* Check attendance in each class and maintain good order and cleanliness in the classrooms.
* Prefect or substitute on a daily basis as assigned.
* Supervise a home room as assigned.
* Enforce school policies regarding student behavior.
* Follow school procedures and assume appropriate responsibility during fire and tornado drills, emergencies etc.

**Communication/Coordination Responsibilities**

* Turn in grades according to the calendared schedule.
* Keep parents informed of student’s progress in accordance with the guidelines and procedures established by the principal’s office.
* Check voice mail and e-mail every day and return parent phone calls and/or e-mails within a 24 to 48 hour period.
* Inform counselors when students have extraordinary difficulties and cooperate with counselors’ requests for information.
* Attend all academic functions of the school: Faculty Meetings, Parent Conferences, Parent Nights, In-service days, Commencement, Faculty Retreat, Open House and other “all school” occasions as required by the principal.
* Maintain a professional, positive and constructive relationship with colleagues, administrators and staff.

**Other Responsibilities**

* Foster the philosophy, goals, and objectives of the school.
* Continue his/her professional development by participating in classes, lectures, workshops, conferences and the like on a regular basis.
* Respect and care for the school’s equipment e.g. photocopy machines, computers, AV equipment, etc.
* Actively support the religious formation mission of the school.
* Contribute to the school’s co-curricular program by providing service as needed.
* Fulfill Archdiocesan requirements regarding the *Safeguarding All of God's Family* program.
* Cooperate with and follow all of the policies and procedures contained in this handbook, as well as the policies and directives which may be implemented from time-to-time by the MUHS administration.

Minimum of 5 years of experience is required.

Interested candidates should send their resume to Liz Merwin, HR Manager, at merwin@muhs.edu.