



St. James Catholic School

412 W. Washington

Millstadt, IL 62260

Tel: 618-476-3510

stjmillstadt.org

Position Available **2nd Grade Teacher**

JOB DESCRIPTION: St. James Catholic School is seeking a 2nd Grade Teacher for the 2026-2027 school year. The ideal candidate is someone who is excited to teach in a faith-filled environment, willing to continue learning about children and teaching, effectively collaborates with fellow teachers and staff, and is a difference maker in the lives of our students.

RESPONSIBILITIES:

- Supports and upholds the philosophy of Catholic education and the mission of the school.
- Prepare students for the Sacraments of Reconciliation and the Eucharist.
- Understand the school's and state's requirements to teach 2nd 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
- Collaborates 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 and 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 Ave., Millstadt, IL. 62260. Email to principal@stjamesmillstadt.com