



**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.

### **How to Apply:**

Interested candidates should send their cover letter, resume and references to:

Liz Merwin

HR Manager, Marquette University High School

Email: [merwin@muhs.edu](mailto:merwin@muhs.edu) | School Website: [www.muhs.edu](http://www.muhs.edu)