

ST. AGNES SCHOOL

205 E 23rd Street
Scottsbluff, NE 69361
308-632-6918
www.st-agnes-school.com

Job Description for Elementary Teaching Position:

- This is a full-time classroom teaching position. The hours are from 7:45am to 3:45pm. There will also be some instances where teachers are required to come during off hours such as: staff meetings, parent/ teacher conferences, all school musicals, Penny Carnival, Mardi Gras and the Premiere Event.
- Base Salary for candidates is \$ 33,000.00. Hours beyond a BA will be recognized while the years of experience will begin with your employment at St. Agnes School.

➤ **Fringe Benefits:**

Employee Reimbursement Plan– Each Full-time employee will receive a \$3000 lump sum benefit. Half-time employees will receive \$1500. This benefit will be paid out in 2 payments, at the beginning of each semester, September & January.

Retirement Plan- Full time employees in their **2nd year of employment** automatically become part of the Diocesan retirement plan. St. Agnes School will automatically deposit 4% into the employee's retirement account. An employee may choose to add 2% of their own money to this account which would be matched by another 2% from the School totaling an 8% investment.(6% by the school & 2% by the employee)

Cafeteria Plan: St. Agnes School offers the opportunity for employees to put a portion of their paycheck into a cafeteria plan with the following two components available: reimbursed medical expenses and dependent care.

Aflac supplemental insurance is also available as part of our cafeteria plan. Policy options include: hospitalization, cancer, dental, accident and vision plans.

- 8 full days sick and 2 full days of personal leave during the year. Up to 20 full days can accumulate from year to year for emergency use, and 1 professional day per year.

St. Agnes School Classroom Teacher Job Description

Requirements:

Must hold a valid Nebraska Teachers Certificate.

Duties and Responsibilities included, but not limited to:

- Plan, organize, and provide appropriate learning experiences within assigned area(s) of responsibility.
- Establish and maintain a classroom atmosphere conducive to learning.
- Evaluate and interpret student learning in a professional manner.
- Identify special needs of students and seek help as needed.
- Make reasonable efforts to promote and maintain appropriate student behavior.
- Contribute to the continuous development of curriculum and the improvement of instruction.
- Maintain and submit necessary records and reports.
- Participate in faculty meetings, workshops, staff development programs, and other school sponsored activities.
- Assist in general building supervision and discipline control.

Adopted April 2008 and revised July 2022

ST. AGNES SCHOOL
TEACHER PAY SCALES (Based on \$33K base & 2 by 3% steps)

| Years of Service | BA | BA + 9 | BA + 18 | BA + 27 | MA | MA + 18 |
|-----------------------------|-----------|---------------|----------------|----------------|-----------|----------------|
| 1 | 33,000.00 | 33,990.00 | 34,980.00 | 35,970.00 | 36,960.00 | 37,950.00 |
| 2 | 33,660.00 | 34,669.80 | 35,679.60 | 36,689.40 | 37,699.20 | 38,709.00 |
| 3 | 34,333.20 | 35,363.20 | 36,393.19 | 37,423.19 | 38,453.18 | 39,483.18 |
| 4 | 35,019.86 | 36,070.46 | 37,121.06 | 38,171.65 | 39,222.25 | 40,272.84 |
| 5 | 35,720.26 | 36,791.87 | 37,863.48 | 38,935.08 | 40,006.69 | 41,078.30 |
| 6 | 36,434.67 | 37,527.71 | 38,620.75 | 39,713.79 | 40,806.83 | 41,899.87 |
| 7 | 37,163.36 | 38,278.26 | 39,393.16 | 40,508.06 | 41,622.96 | 42,737.86 |
| 8 | 37,906.63 | 39,043.83 | 40,181.02 | 41,318.22 | 42,455.42 | 43,592.62 |
| 9 | 38,664.76 | 39,824.70 | 40,984.65 | 42,144.59 | 43,304.53 | 44,464.47 |
| 10 | 39,438.05 | 40,621.20 | 41,804.34 | 42,987.48 | 44,170.62 | 45,353.76 |
| 11 | | 41,433.62 | 42,640.42 | 43,847.23 | 45,054.03 | 46,260.84 |
| 12 | | | 43,493.23 | 44,724.17 | 45,955.11 | 47,186.06 |
| 13 | | | | 45,618.66 | 46,874.22 | 48,129.78 |
| 14 | | | | | 47,811.70 | 49,092.37 |
| 15 | | | | | | 50,074.22 |
| 16 | | | | | | |

205 E 23rd Street
Scottsbluff, NE 69361



Phone: (308) 632-6918
Fax: (308) 632-6943
Email: office@st-agnes-school.com

EMPLOYMENT APPLICATION

St. Agnes School is an Equal Opportunity Employer

Position Desired:

Personal Information:

Last Name:

First Name:

Street Address:

Apt. No.

City:

State/Zip Code:

Home Phone: ()

Alternate Phone: ()

Work Phone: ()

Email Address:

Education and Training

Certificates, Licenses & Skills (Please attach additional pages, if necessary):

College:

Graduation Year:

Major & Minor:

Practice Teaching:

Issuing State:

Date issued:

Expiration date:

Other certifications:

Do you have any foreign language skills which may be applicable to the position for which you are applying?

Please list positions in Educational Institutions. List all prior employment below, putting the most recent first. **A resume is not a substitute for completing this section of the application.**

Professional Experience:

School:

Location:

Supervisor:

Grade:

School Year:

Other Applicable Experience (include any jobs working with children):

| | | | |
|---------------------|-------------------------|-----------------|---------|
| Name of Employer: | Job Title: | | |
| Supervisor's Name: | Supervisor's Phone: () | | |
| Street Address: | City: | State/Zip: | |
| From (Mo./Yr.): | To (Mo./Yr.): | Hours per week: | Salary: |
| Duties Performed: | | | |
| Reason for Leaving: | | | |

Other Employment Experience (non-educational):

| | | | |
|---------------------|-------------------------|-----------------|---------|
| Name of Employer: | Job Title: | | |
| Supervisor's Name: | Supervisor's Phone: () | | |
| Street Address: | City: | State/Zip: | |
| From (Mo./Yr.): | To (Mo./Yr.): | Hours per week: | Salary: |
| Duties Performed: | | | |
| Reason for Leaving: | | | |

References:

We need three people able to give information about your qualifications for the position for which you are applying.
Professional reference preferred.

| | | |
|-------|---------|-----------|
| Name: | *Phone: | Position: |
|-------|---------|-----------|

Essay:

Please attach to this application an essay explaining:

- Why you chose a teaching career
- Why you would like to teach at St. Agnes School

Agreement:

Agreement of Applicant: I certify that the statements in this application and accompanying materials are true, complete and correct to the best of my knowledge, and understand that misrepresentation or deliberate omission of fact may subject me to disqualification or dismissal. I understand and agree to having a personal criminal background check conducted upon me with the results being kept in my personnel file and to furnish proof of education and citizenship or legal right to work in this country as may be required as a condition of my employment.

Signature

Date