

THIRD GRADE TEACHER

St. Joseph Parish School is seeking a caring, creative, and faith-filled Third Grade Teacher for the 2026–2027 school year. SJPS is committed to nurturing students in a Christ-centered, family oriented environment that supports academic achievement and spiritual growth. We have small class sizes and are a very welcoming and supportive community.

Position: 3rd Grade Teacher

Reports To: Principal

Start Date: August 17th, 2026

School Type: 3K–8 Catholic School

Location: St. Joseph Parish School - Grafton, WI 53024

Key Responsibilities:

- Foster a welcoming and structured classroom that supports the faith development of young learners
- Incorporate Catholic values and teachings into daily instruction and classroom culture, as well as, lead daily prayer
- Teach all core subjects with a strong focus on literacy, writing and math skills
- Communicate high expectations for all students
- Utilize a variety of instructional and assessment methods to support the needs of diverse learners
- Create differentiated, engaging lessons to meet the needs of individual students utilizing Archdiocesan standards
- Track student performance data align teaching to student needs
- Assess students on a regular basis using formative and summative assessments
- Supervise areas as needed or assigned
- Communicate with parents/guardians on a regular basis and respond in a timely manner to messages received
- Work collaboratively with colleagues and families to support each child's success
- Participate in school Masses, community events, and professional development
- Cooperate with the principal and staff in the planning and development of curriculum.
- Collaborate effectively with other classroom teachers, aides, staff members and specialists school and parish wide.
- Continue professional development through course studies, conferences and workshops.
- Set, work toward, and track professional learning goals based off of the teacher effectiveness framework domains.

Record Keeping Duties

- Collect and maintain formative and summative assessment data.
- Keep accurate records of student performance through trimester reports using online grading system, Option C.
- Record daily attendance/lunch count of students.
- Complete all required forms and reports in a timely manner.

Meetings and Organizations

- Attend all faculty meetings, in-service, and Teacher Conventions.
- Attend special functions when requested.
- Actively engage in professional development.
- Utilize staff development opportunities.
- Be an active member or lead/co-lead at least one Team Committee.
- Participate and meet requirements of Sustaining the Mission series.

Position Requirements

- Must be a certified teacher with a Bachelor degree in education or higher or working towards certification.
- Must maintain a current teaching certification issued by the State of Wisconsin for the grade or subject area you teach.
- Must adhere to Code of Ethical Conduct and Mandatory Reporting Responsibilities.
- Must submit a criminal background check every 5 years.
- Must complete Safe Environment training prior to employment and renewal training every five years.
- Position requires ability to stand, walk, bend over/crouch and sit for extended periods of time; ability to use hands, speak, and hear.
- Practicing Catholic with a passion for Catholic education
- Strong classroom management, communication, and organizational skills

Application Instructions: Please email a cover letter, resume, the archdiocesan teacher application and three professional references to:

cjackson@stjosephgrafton.org.