



## **ATTENTION: Fourth Grade Teacher, Administrative Officer, and Administrative Assistant Needed for 2018-19 School Year**

### **Our Academy**

We are a diocesan Catholic classical academy, characterized by a vibrant religious and intellectual culture. Our faculty are dedicated Catholics working to assist families, form young people, and cultivate a revival of Catholic culture. A small school (340 students) located in Grand Rapids, Michigan, Sacred Heart Academy enrolls students spanning ages three to eighteen, including a Montessori environment and a part-time homeschooling program for 1st-12th graders. As a parish apostolate of Sacred Heart of Jesus Parish, we have strong pastoral support and are centered on the sacramental life of the Church. Every student and teacher begins the school day with Mass, spends time weekly in Adoration, and is given regular opportunities for Reconciliation.

### **For All Positions:**

- Applicants must be practicing Catholics, willing to sign an oath of fidelity to the Church (see below).
- Salary is commensurate with experience and relevant degrees.
- Teaching candidates with experience and knowledge of classical education are preferred. **No current teaching credentials are necessary.**

### **Available Positions**

#### **Full-time Teacher – Fourth Grade**

- Instructional duties include reading/literature, math, history, science, and religion for a single section of fourth grade students. The ideal candidate will have a strong grasp of the liberal arts and a love of great children's literature.
- A successful candidate will have strong organizational skills and desire to run an efficient and orderly classroom. Some on-site classroom management training offered. Aptitude in Latin is desirable, but not necessary.
- This position will require implementing an existing classical curriculum while periodically creating new materials or finding additional resources to appropriately meet the needs and interests of the class or individual students.

#### **Administrative Officer (Lower School)**

- Full-time member of administrative team with responsibilities overseeing the execution of Academy mission in Lower School program (Montessori through fifth grade) transitioning to position as Lower School Dean in year 2
- A successful candidate will have 3-5 years experience teaching in a classical school with demonstrated leadership ability.
- This is a new position. Candidates should expect to report directly to the academy Headmaster, Dean of Faculty and Curriculum, and Dean of Students during first year.

#### **Administrative Assistant**

- The Administrative Assistant is a faithful, practicing Catholic willing to serve the mission of Sacred Heart Academy by assisting the Dean of Faculty and Curriculum.
- A successful candidate must be outgoing, detail-oriented, thorough, and discrete. The position will involve creating and maintaining organizational systems as well as managing scheduling and communication on behalf of the Dean.
- We ask that candidates consider carefully their willingness to make this a long-term (3+ year) position, due to the close relationships and institutional knowledge required for successful execution.
- Strong interpersonal and organizational skills are required, as well as the ability to work independently.

Send resume, including references, and college transcripts to Headmaster Sean Maltbie at [smaltbie@sacredheartgr.org](mailto:smaltbie@sacredheartgr.org)

**Learn More about Our Vision for Catholic Education at**  
**[www.SacredHeartAcademyGR.org](http://www.SacredHeartAcademyGR.org)**

### Oath of Fidelity

I, N., in assuming the office of teacher, promise that in my words and in my actions I shall always preserve communion with the Catholic Church.

With great care and fidelity I shall carry out the duties incumbent on me toward the Church, both universal and particular, in which, according to the provisions of the law, I have been called to exercise my service.

In fulfilling the charge entrusted to me in the name of the Church, I shall hold fast to the deposit of faith in its entirety; I shall faithfully hand it on and explain it, and I shall avoid any teachings contrary to it.

I shall follow and foster the common discipline of the entire Church and I shall maintain the observance of all ecclesiastical laws, especially those contained in the Code of Canon Law.

With Christian obedience I shall follow what the Bishops, as authentic doctors and teachers of the faith, declare, or what they, as those who govern the Church, establish. I shall also faithfully assist the diocesan Bishops, so that the apostolic activity, exercised in the name and by mandate of the Church, may be carried out in communion with the Church.

So help me God, and God's Holy Gospels on which I place my hand.

### What is Classical Education?

We think of classical education as that education most properly suited to the formation of a child toward personal sanctity and full participation in a distinctly Greco-Roman, Judeo-Christian culture. This education is most naturally and completely done when sustained and perfected by the sacramental life of the Church. Therefore, we believe that a classical education is...

1. **Loving** - Out of superfluous, overflowing love of the Trinity, man was created. By love and for love, man was made. From the teacher's relationship with Christ, flows his love for God's fingerprint in creation and God's image in the children entrusted to his care. Love of God, man, nature, and art is the primary motive for both teaching and learning.
2. **Integral** - A classical educator knows that all knowledge is an integer, a united whole. At the lowest and highest levels the inter-relation of disciplines is evident, but this must become a daily reality in the classically-oriented classroom. We always try to study things as wholes: The frog in the pond, rather than (or at least before) on the dissecting tray; the complete work, not the anthologized excerpt; the historical event in its context, not isolated by the national holiday.
3. **Orderly** - The classical educator believes that truth has real existence, that it can be known, and that it can be shared. Our teaching reflects a belief in the inherent order of reality. We need not resort to didactic instruction when the encounter between the student and the real is sufficient for communicating truth. This order is hierarchical, and one of the principle tasks of the student is to cultivate orderly thinking by practicing distinction, division, and definition.
4. **Natural** - Our methods flow from the nature of the subjects and the nature of the student. Learning itself is an act of the student, not the teacher. By engaging eyes, ears, hands, and voices, we can multiply our effectiveness and engage our students completely: mind, body, and spirit.
5. **Formative** - Parents are the primary educators of their children. The teacher assists them in forming children for the universal call to sanctity and their personal vocation of service to God. This two-fold vocation is the end of education.
6. **Leisurely** - Classical education is not the way of the world. Seen from the outside, it is unreasonably difficult, but, once embraced, the yoke is light. Liberal education is liberal both because it is the act of a free person and because it liberates us from sin and from ignorance. Christ said to his disciples, "you will know the truth and the truth will make you free."
7. **Focused on First Things** - Confidence and joy in our method, materials, and ultimate end allow classical educators to prioritize appropriately. Formation is first. Academics are second. Passing fads can go their way without perturbing a well-grounded teacher.