



*Transforming lives through the teachings of Jesus Christ within the Catholic tradition.*

**POSITION:** Theology Teacher, Catholic Required  
**DESIGNATION:** Full Time

## **ABOUT BISHOP HARTLEY**

Founded in 1957 by the Diocese of Columbus, Bishop Hartley High School is a Catholic, coed, college preparatory school serving east Columbus and its adjacent suburbs: Bexley, Whitehall, Canal Winchester, Pickerington, Reynoldsburg, and Gahanna. We are accredited by the Ohio Catholic School Accrediting Association and the State of Ohio. We exist to transform lives through the teachings of Jesus Christ within the Catholic tradition.

We implement our rigorous college preparatory curriculum in the context of a vibrant, diverse, and flourishing school community supported by our holistic approach to the formation of the human person, our thriving House System, and our foundational Six Pillars. Our most recent graduating class earned more than \$33.3 million in academic scholarships and students completed a total of 21,848 hours of service. In 2023-2024, enrollment exceeded 700 students, making the ratio of students to teachers approximately 12:1.

## **JOB SUMMARY**

A Bishop Hartley Theology teacher reports to the Principal and Vice Principals. He or she works to form students' faith and develop students' academic and interpersonal skills in alignment with the Diocesan Course of Study. He or she documents and reports on classroom teaching, student progress, and student outcomes. The ideal candidate personalizes teaching and learning to meet the specific educational needs of every student, maintains a safe and optimal learning environment, and collaborates effectively with students, parents, faculty, staff, and administration.

## **RESPONSIBILITIES**

- Teaches content and skills in the subject area utilizing curriculum designated by the Office of Catholic Schools in the [Diocesan Course of Study](#)
- Develops and implements lesson plans and delivers classroom instruction in a manner compatible with Bishop Hartley's educational mission and the learning objectives outlined in the Diocesan Course of Study
- Provides classroom instruction that uses a variety of techniques and methods and promotes high levels of academic achievement for all students
- Evaluates each student's progress in meeting course standards, prepares report cards, and keeps accurate and timely educational records pertinent to the role of a teacher
- Establishes and maintains standards of student behavior needed to provide an orderly, safe, and productive classroom environment
- Supervises students in class and during assigned out-of-classroom activities during the school day
- Communicates with students, parents, and school counselors on student progress
- Develops and maintains positive, Christ-like interpersonal relationships by modeling the virtues and values of Christian faith

- Identifies student needs and cooperates with other faculty and staff to support, and when necessary, refer students to qualified professionals in the building for learning, health and wellness, social, and/or emotional support
- Participates in ongoing professional development
- Performs other duties as assigned by the administrative team, when necessary

## **POSITION QUALIFICATIONS**

Required:

- Must be an active member of a Catholic parish
- MS/MA degree in Catechetics, Theology, or a similar field
- A valid Ohio Non-Tax Teaching Certificate or the ability to obtain one prior to the start date
- Effective and efficient verbal and written communication skills
- Completion or verification of safe environment training and requirements necessary for employment in all Diocesan schools: [VIRTUS](#) training and a current FBI/BCI background check if not already completed for state licensure

Strongly Preferred:

- Candidates with experience teaching high school Theology

## **BENEFITS & COMPENSATION**

- Bishop Hartley offers a full healthcare benefits package for faculty who wish to participate in our medical, dental, and vision plans. Additionally, we offer employer-paid short & long-term disability benefits and an employer-paid life insurance plan.
- We offer a 403b matching retirement program, earned PTO, paid holidays, reimbursement for educational coursework, and professional development assistance.
- Compensation aligns with the salary scale of the Central Ohio Association of Catholic Educators (COACE) negotiated agreement, which can be found [here](#).
- Many opportunities exist for faculty to supplement their base salary through extracurricular club moderation, athletic team coaching, and additional roles that enrich or enhance our overall student experience. Candidates interested in such roles are invited to share their interest and talents with administration during the interview process.

## **INTERESTED CANDIDATES**

Review of applications will continue until the position is filled. To complete your initial application, please submit a resume, cover letter, and your professional references by clicking [here](#).

If you require assistance completing our initial application, please reach out to Andrea Ortiz Lechleitner, Administrative Assistant to the Vice Principals, at: [aortizlechleitner@cdeducation.org](mailto:aortizlechleitner@cdeducation.org).