



# Saint Theresa Catholic School Position Description

---

---

**Job Title:** LATIN TEACHER  
**Date Revised:** February 27, 2026  
**Reports to:** Head of School  
**Location:** Saint Theresa Catholic School  
Sugar Land, TX 77498  
<https://sttheresacatholicschool.org/>

Saint Theresa Catholic School (STCS) is a Catholic classical school in the Archdiocese of Galveston-Houston serving students in Pre-Kindergarten through 8th Grade. STCS is a member of the *Institute for Catholic Liberal Education* and has been named a 2020 National Blue Ribbon School. The school is fully committed to providing an education that unites the wisdom of the classical tradition with a firm foundation in Catholic faith and morals. Located in Sugar Land, Texas, Saint Theresa Catholic School offers a rigorous liberal arts program with a strong emphasis on Latin, the study of Western Civilization, and the fine arts. In keeping with its mission, the school strives to form students who have a genuine love of God and the Church and who grow in prudence, compassion, kindness, courage, and generosity in service to others.

## General Position Summary:

Under the supervision of the Head of School, the Latin Teacher is responsible for the instruction and formation of students in Latin according to the principles of Catholic classical education. This full-time role serves students in grades 3–8 and includes teaching one to two Upper Elementary Math classes, aligned with the school’s adopted Singapore Math curriculum.

The Latin Teacher shares in the work of forming students in wisdom and virtue by integrating faith and reason through language and disciplined study. The teacher leads students toward truth, goodness, and beauty through the study of Latin as the language of the Church and Western civilization. The teacher plans and delivers instruction aligned with the school’s classical curriculum and mission, fosters an orderly and virtuous learning environment, collaborates with faculty and administration, and communicates effectively with parents.

Applicants must hold a bachelor’s degree; advanced training in Latin or Classical Education is preferred. **Familiarity with classical education is required.** This position is hired and evaluated by the Head of School.



# Saint Theresa Catholic School Position Description

---

---

## Essential Job Functions:

- Support, implement, and uphold the mission, philosophy, and Catholic identity of Saint Theresa Catholic School and the Archdiocese of Galveston-Houston
- Live a life consistent with Catholic educational values and give clear evidence of living by Gospel principles
- Serve as a visible witness to the teachings of the Catholic Church through personal conduct, professional responsibilities, and relationships
- Teach Latin in accordance with the principles of Catholic classical education, emphasizing grammar, vocabulary, pronunciation, translation, and reading comprehension
- Foster an appreciation for Latin as the language of the Church, Western civilization, and the classical intellectual tradition
- Teach one to two Upper Grammar Math classes as assigned, following the school's adopted curriculum, scope and sequence, and pacing expectations
- Plan and deliver instruction aligned with the school's classical curriculum and instructional standards
- Utilize effective instructional strategies and varied assessment tools to support student learning and growth
- Maintain accurate records of grades, attendance, and student progress in accordance with school policy (FACTS)
- Establish and maintain a safe, orderly, and respectful classroom environment that promotes learning and growth in virtue
- Communicate professionally, clearly, and proactively with parents and administration regarding student progress, expectations, and concerns
- Participate fully in faculty meetings, professional development, committees, and assigned school initiatives
- Adhere to all school and diocesan policies, including confidentiality, code of conduct, and professional expectations

## Important Job Functions:

- Teach Latin using age-appropriate classical pedagogy across grades 3–8
- Integrate Latin instruction with English grammar, history, and the broader liberal arts curriculum
- Encourage careful attention, memorization, recitation, and disciplined study
- Deliver math instruction with clarity, structure, and fidelity to grade-level standards
- Collaborate with colleagues to support curriculum development, instructional planning, and student success



# Saint Theresa Catholic School Position Description

---

---

- Encourage student growth in virtue, responsibility, empathy, gratitude, and respect for others
- Participate in school liturgies, parish events, and activities essential to the role
- Supervise students during instructional and non-instructional activities as assigned
- Grow in personal faith life through continued study, prayer, reflection, and participation in faith formation opportunities
- Engage in ongoing professional learning related to classical education and best instructional practices

## **Additional Duties**

- Perform all other related duties as assigned by the Head of School or designee

## **Supervision Given and/or Received:**

- Reports directly to the Head of School

## **Internal Contacts:**

- Effectively communicates with other school staff

## **External Contacts:**

- Effectively communicates with parents, volunteers, adults, as well as other schools, churches and employees throughout the diocese.

## **Working Conditions and/or Physical Requirements:**

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to teach a full-time schedule
- Required to work in standard classroom and school conditions
- Required to lift or carry classroom supplies, textbooks, furniture, and equipment
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather



# Saint Theresa Catholic School Position Description

---

---

## **Travel Requirements:**

- No travel required other than field trips

## **Education and Experience Preferred:**

- Bachelor's or Master's degree from an accredited college or university in Classics, Latin, Humanities, Education, or a related discipline
- Meets the minimum requirements for teaching field as set forth by the Archdiocese and TCCED

## **Knowledge and Skills Preferred:**

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of subjects taught, instructional methods/strategies, and curriculum differentiation
- Knowledge of child development, learning, and behavior
- Able to manage student behavior in classroom setting
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in pacing and differentiating instruction
- Skill in motivating and engaging students in the learning process
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

**FLSA Designation:** Exempt

**School Classification:** Full-time

***Please Be Advised... The position, as outlined above, is subject to change as the needs of Saint Theresa Catholic School/Archdiocese of Galveston-Houston change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Saint Theresa Catholic School Business Manager and must be approved in advance before any requests for changes are incorporated in this position.***