

**Notice of Open Position
Diocese of Palm Beach**

Location: John Carroll High School

Title: Theatre Teacher

John Carroll High School is seeking to hire a part-time Theatre teacher for the 2026–2027 school year.

Applicants must hold a degree in Theatre or a related field and be certified by the state of Florida. Teachers without Florida certification will be considered if they are eligible to sit for the appropriate state exam and are willing to pursue professional certification. Prior experience teaching Theatre is strongly preferred.

The Diocese is dedicated to providing excellent working conditions with competitive compensation in order to attract and retain an outstanding workforce. The Diocese of Palm Beach offers a competitive benefits package to employee's working 30 or more hours per work week consisting of comprehensive medical, vision, dental, LTD, group life insurance, optional life insurance. The diocese also provides a 403(b)-retirement plan to all employees. Information on our benefits and retirement programs can be found [here](#).

Essential Duties and Responsibilities:

- Provide constant supervision of students while in your care
- Maintain classroom management system in line with John Carroll High School guidelines
- Cultivate relationships with parents and students rooted in open communication including quarterly email updates; lines of communication include conferencing, phone calls, notes, email, etc. Keep record of all professional-related parent contact
- Notify parents/principal when academic or discipline issue(s) becomes a deterrent to a student's personal success or that of other students
- Use developmentally appropriate teaching methods; incorporate active, research-based teaching strategies and technology into lessons; work to engage students of all learning styles through a variety of assessment techniques
- Complete lesson plans on a weekly basis according to JCHS standards; post all lesson plans in FACTS by 8:00 am on the first day of each week
- Post all grades at least once per week to FACTS per school policy
- Ensure you meet the minimum number of tests, quizzes, and homework to justify a student's grade; no single assignment should derail a student's grade
- Post student work regularly in and around your room and update bulletin boards quarterly
- Complete and submit Master In Service point or college coursework documentation for certificate renewal
- Serve as an active participant on committees and appeal boards as assigned
- Will maintain the integrity of the classroom, ensuring students are learning from bell to bell free of distraction and/or idle time
- Will advocate high and appropriate expectations for all students

- Will continually maintain all professional duties with the utmost integrity, including lesson plans, implementing best practices in the classroom, as well as skills learned at professional development workshops
- Maintains positive and productive relationships with other faculty members through frequent, honest, proactive, and respectful communication and problem-solving
- Will perform other duties as assigned by the principal

Employee Specific Dispositions:

- Will intentionally calibrate decisions and actions with the beliefs and values of the school
- Will maintain a positive outlook each day in the classroom and use uplifting language, demonstrating Christ-like warmth and joy, always advocating for the betterment of students
- Will maintain a growth mindset and be open to change, growth, and continuous improvement; will accept constructive criticism and suggestions
- Will refrain from gossip or other negative talk amongst colleagues, always maintaining the confidentiality of others
- Will positively collaborate with colleagues and make every effort to build up colleagues, students, and the larger JCHS community
- Will exercise good judgment in relationships with students, in all classroom conversation, and in social media usage, anchored in the Church's social teaching
- Will demonstrate cultural respect and understanding of all students

Additional Job-Related Expectations and Duties:

- Follow all policies and procedures written in the Faculty Handbook
- Be present, on time, and actively engaged in events and meetings that represent the life of the school, including Diocesan Professional Days
- Attend morning prayer, school Masses, Open House, Baccalaureate Mass, and graduation; strive to attend and participate in John Carroll functions throughout the year
- Provide written advance notification and keep Principal apprised of off-campus appointments, always updating the school's log book accordingly
- Other school-related responsibilities as determined by the Principal

Qualifications:

- Proficiency in MS Office Suite, including Word, Excel, Outlook and Internet.
- Ability to multi-task, work independently and make responsible judgment calls.
- Ability to work effectively with Diocesan employees, departments heads, representatives of other agencies and the general public.
- Excellent written, verbal and public speaking skills.
- Excellent analytical skills and problem-solving capacity.
- Ability to stay focused and organized.
- Strong interpersonal skills.
- Ability to respect confidentiality and consistently exercise discretion and good business judgment.
- Strong ethical values.
- Adheres to the Diocese of Palm Beach Code of Conduct
- Reliable insured vehicle and ability to travel to locations within the Diocese of Palm Beach

Physical Requirements

- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds

- Occasional lifting and carrying up to 50 pounds
- Frequent bending, climbing, stretching and kneeling
- Frequent use of both hands and fingers
- Occasional moments of minimal and routine hearing

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Please see the link to the new Care Provider Background Screening Clearinghouse Education and Awareness website.

<https://info.flclearinghouse.com/>

To apply, please read and review the instructions titled “School Teacher Application Instructions” and download and complete the “School Teacher Application” from the following link: [DPB Applications](#)

To apply, download and complete the [Employment Application](#) and submit along with the following:

- Resume that includes personal email and cell phone number
- Salary requirements
- List of references

To the attention of Mr. Michael Bryk, Principal by March 13, 2026. Via Email:

mbryk@johncarrollhigh.com

Visit www.johncarrollhigh.com or call 772-464-5200 for more information about John Carroll High School.