

JOB DESCRIPTION - TEACHER

SCHOOL NAME

Supervised by

Principal/Director, Assistant Principal/Assistant Director, and/or Department Chair

GENERAL DUTIES AND RESPONSIBILITIES

To teach in a Catholic school is to model Christ-like behavior at all times, to continuously grow professionally and model lifelong learning through understanding and the application of current best practices, to respect and honor the dignity of the students as children of God who are growing, physically, mentally, spiritually, and emotionally, to work collaboratively with the parents in relation to the students holistic growth, to commit to the concept of total community, and to provide a nurturing and supportive learning environment.

The teacher is commissioned to promote and support Catholic education and its mission, is a qualified, professional educator who meets the requirements to teach in the Diocese of St. Petersburg, complies with education policies and procedures of the diocese and the school, and cooperates with colleagues and the supervisor to provide an educational climate for the personal development of each student and successfully completes a level II background screening and all mandated trainings.

ESSENTIAL DUTIES

PROFESSIONAL DUTIES

1. Teach and act in accordance with Catholic doctrine and moral teachings.
2. Know, teach, and act consistently in accordance with the mission, philosophy, objectives, and policies of the school.
3. Participate in diocesan catechetical certification, mandated trainings, and in the accreditation process as directed by the supervisor.
4. Engage in ongoing professional and religious development.
5. Articulate with co-workers to ensure consistency in learning and a high quality of curriculum.
6. Maintain currency of CPR and First Aide training as required by local, state, and accrediting agencies and as assigned by the supervisor.
7. Be familiar with all emergency procedures as promulgated by the school.
8. Proficient with a variety of technology tools including but not limited to projectors, interactive whiteboards, personal computers, and productivity and educational software.

PROFESSIONAL CLASSROOM DUTIES

1. Prepare a letter/syllabus to be sent to parents at the beginning of the school year stating classroom discipline policies, grading practices, and classroom expectations.
2. Organize and supervise assigned classes for optimal educational learning.
3. Assist students, fellow teachers, parents, and administrators in making the school environment one in which maximum growth as Catholic citizens may take place.

4. Show adequate preparedness for classes through preparation of lesson plans that include lesson objectives that are tied to standards and benchmarks, as required by the supervisor.
5. Communicate regularly with students' parents so as to assure that parents are fully aware of religious, academic, and social progress being made by their children.
6. Assume responsibility for supervision of students when assigned by the supervisor or when finding any children unattended.
7. Carry out standard record keeping required by the supervisor and the diocese.
8. Ensure the integration of a technology infused learning environment.
9. Provide a student centered learning environment that differentiates instruction to maximize student learning.
10. Recognize, collaborate, and support students with special needs.
11. Supervise/assist substitute teachers, assistants, and volunteers as needed.

STUDENT SUPERVISION

1. Maintain classroom supervision when students are present.
2. Supervise the arrival and dismissal of students.
3. Supervise students during Mass, liturgical activities, or other school based events.
4. Supervise students going to and returning from special classes such as gym, music, and class changes.
5. Supervise, as the schedule requires, lunch and recess.
6. Supervise the students going to the lunchroom and during emergency drills.

GENERAL CLASSROOM MAINTENANCE

1. Ensure desks, shelves, window ledges, boards, chalk shelves, and cabinets are clean, in order, and clear of unnecessary clutter.
2. Keep bulletin boards, current and attractive.
3. Require students to have their desks in order throughout the day.

INTERPERSONAL COMMUNICATIONS

1. Treat all students, parents, co-workers, administration, clergy, and religious with respect and dignity, and in a positive, professional and supportive manner.
2. Inform the supervisor of any unusual situations, including correspondence.
3. Provide supervisor a copy of all mass communications for approval, to the class or the school, prior to distribution.
4. Publish and distribute regular communications to the parents/students such as class webpages, newsletters, etc., as assigned by the supervisor.
5. Be prepared for the unexpected and be willing to give the benefit of the doubt before making serious judgments.
6. Attend all parent-teacher conferences and Home-School meetings as directed by the supervisor.
7. Understand and hold confidential information regarding members of the community.

EXTRA ACTIVITIES

1. Plan, supervise, and organize field trips for students with the prior approval of administration.
2. Inform the supervisor and the teachers of any plans that will deviate from the normal daily schedule.
3. Cooperate with other members of the staff when planning special programs and projects.
4. Perform all duties pertinent to the assigned position and as directed by the supervisor.
5. Supervise extra-curricular activities as assigned by the supervisor.

PHYSICAL REQUIREMENTS

1. Be required to stand and walk for several hours daily.
2. Be required to bend, stoop, kneel, reach above, lift, lower, carry, pull, and/or push light to moderate weights for short distances.
3. Be required to operate computers, televisions, monitors, intercoms, walkie-talkies, and other equipment as directed by the supervisor.
4. Sit on floor and/or in child sized chairs.
5. Withstand at least one hour of outdoors each day throughout the year in all weather conditions.
6. Write notes, newsletters, articles, webpages, etc., using Standard English.

QUALIFICATIONS

1. Be a minimum of 21 years of age or hold a minimum of a Bachelors degree in Education if under 21.
2. Must hold a minimum of a Bachelor's degree from an accredited college or university, hold and maintain State Certification for subject areas, or meet the Superintendents qualifications for subject areas that do not require certification, and/or meet Early Childhood requirements where appropriate.
3. Meet the requirements of the Diocese and accreditation for Catechist Certification within five years of initial employment and maintain ongoing training as required.
4. Be knowledgeable of child development, and must be able to effectively teach the subjects assigned.
5. Must be able to teach mastery of skills as identified in the Common Core, State, and Diocesan Standards of Curriculum.
6. Be able to use a personal computer, technology equipment, and software pertinent to the position.
7. Maintain professional attire at all times.
8. Be enthusiastic, dedicated, interactive, caring, nurturing, patient, communicative, and positively supportive of all students.

OTHER DUTIES

Teacher Signature: _____ Date: _____